

# **Easy Time Control**

## ***Training Manual***



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## Preface

Easy Time Control Software is an all inclusive Time and Attendance business solution that interfaces with the existing payroll systems and allows organizations and individuals to electronically collect and track real time workforce data, thus helping to streamline the payroll process.

This training manual helps you to use the features of Easy Time Control, reducing the processing time and decreasing the errors associated with a manual time-keeping process

## Conventions Used

The following conventions are used in this manual.

---

**Bold face**

Menu items, button names, field names

*Italics*

Emphasis

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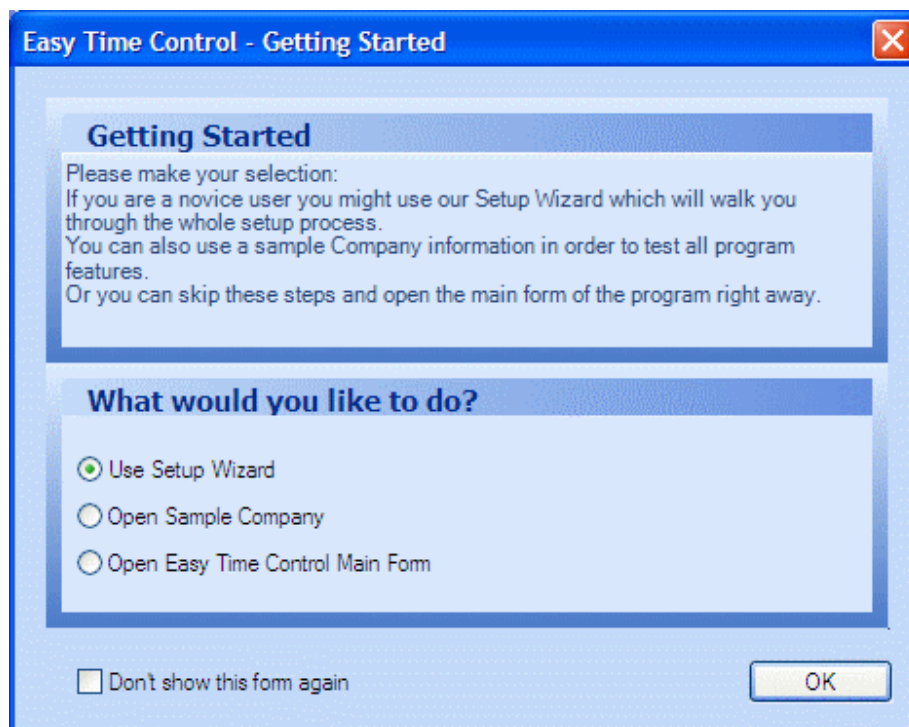
# **Module 1**

## **Getting Started**

## 1.1. Opening the System

To open Easy Time Control follow either of the steps:

- Double-click the icon on the Desktop or Quick Launch or follow the path **Start → Programs → Easy Trinity → Easy Time Control → Easy Time Control**. The Getting Started screen opens. If you do not want this screen to be opened every time you log in, select the option **Don't show this form again**. If users have been added to the system and were assigned a role, either Supervisor or Simple user, and a username and password, they will have to log into the system providing the User Name and Password.



*Getting Started screen*

There are three options:

1. Use Setup Wizard – If you are using Easy Time Control for the first time, select this option. This option will take you through the setup process.
2. Open Sample Company – This option provides the details of a sample company for you to test the features.
3. Open Easy Time Control Main Form – This option opens the main form.



- While opening the application again and you don't want the Getting Started screen to be displayed, select the option **Don't show this form again**.
- Click **OK**.

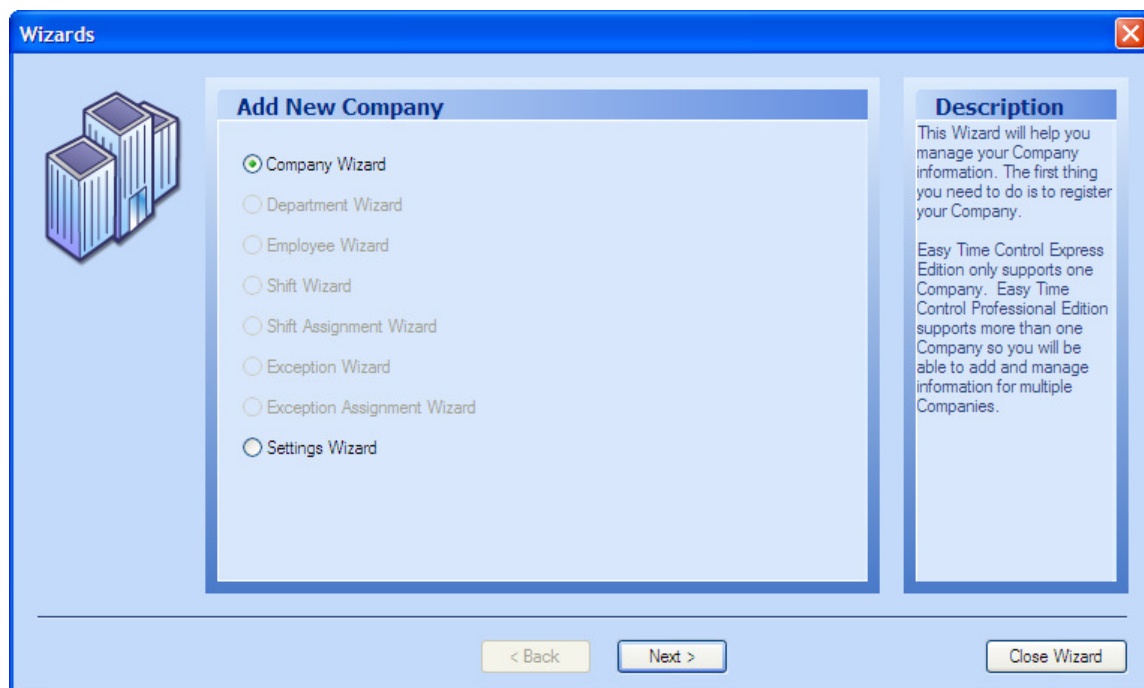
## 1.2. Using Setup Wizard

The Setup Wizard helps you manage your company's information.

### 1.2.1. Company Wizard

The first step is to register the company. Follow these steps:

1. Ensure that the option **Company Wizard** is selected and click **Next**.



*Company Wizard*

**Note:** Based on your edition of Easy Time Control Software, you will be able to add companies. For instance, Free and Express Editions support only one company; whereas, the Professional and Enterprise Editions can support multiple companies.

2. Click **Next**. The Companies Wizard page displays the list of companies.

**Wizards**

**Add New Company**

Company ID	Company Name	Abbreviation	Address
------------	--------------	--------------	---------

**Description**

You can enter your Company information when you click "Next" button.

Company ID is a numeric value that you need to assign to the Company and it has to be unique.

You will be able to create and assign Departments and Employees to the Company after you complete this task.

< Back   Next >   Close Wizard

*List of companies*

3. Click **Next** to add a new company.

**Wizards**

**Add New Company**

• Company ID: 1

• Company Name: ABC Incorporated

Abbreviation: ABC Inc

Address1: 35, Walter Avenue

Address2:

City: New York

State/Province:

Postal/Zip Code:

Country: USA

Description:

**Description**

You can enter your Company information when you click "Next" button.

Company ID is a numeric value that you need to assign to the Company and it has to be unique.

You will be able to create and assign Departments and Employees to the Company after you complete this task.

< Back   Next >   Close Wizard

*Adding a new company*

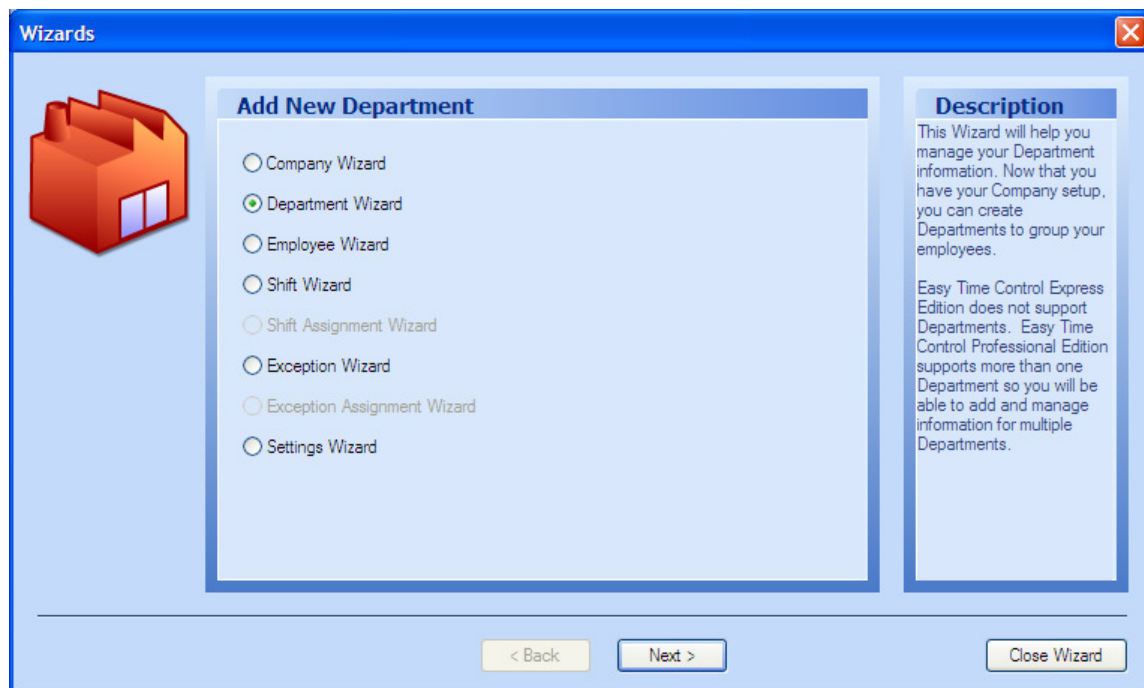
In this page:

- › Provide the **Company ID**. This should be a numeric value and be unique. A value will be displayed, which can be changed. This is a mandatory field.
- › Enter the **Company Name**. This is also mandatory.  
**Note:** The **Next** button will be enabled, only when the mandatory fields, denoted by asterisk (\*) are filled in.
- › Mention an **Abbreviation**.
- › Specify the address details.
- › Provide a **Description**.
- › Click **Next**.

You have now registered a company. You can select the option **Company Wizard** again and continue registering another company, or select the other available options.

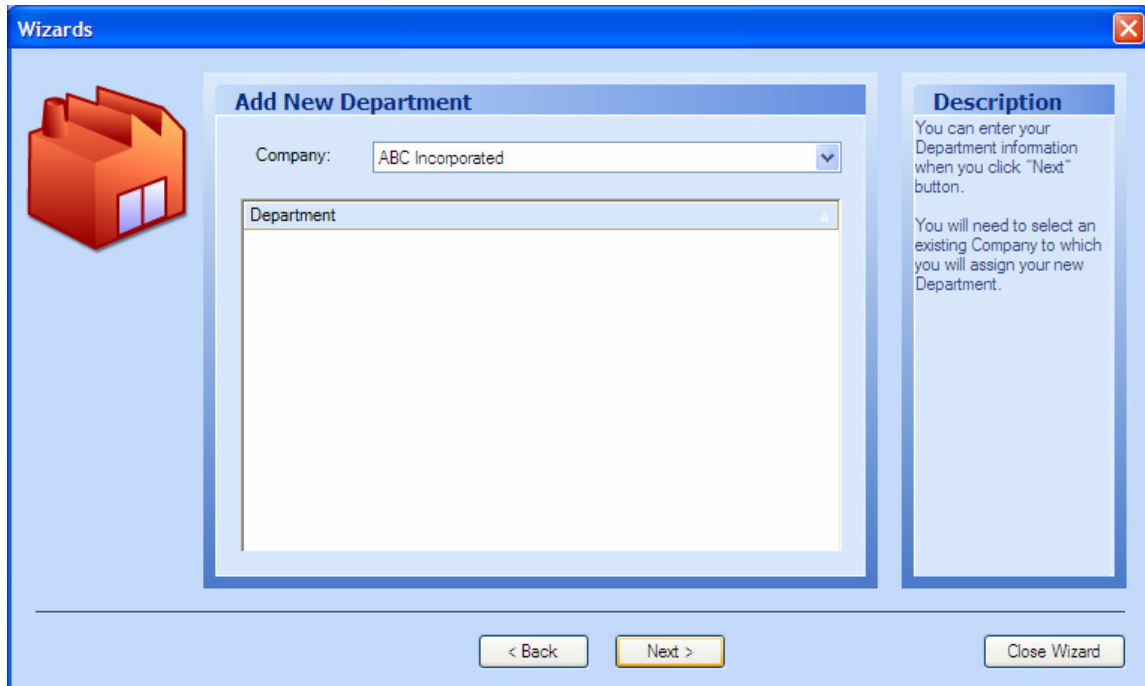
### 1.2.2. Department Wizard

Click **Department Wizard** to create the departments to group the employees. The number of Departments is unlimited regardless of the Edition. Click **Next**.



#### *Departments Wizard*

The registered companies are displayed in the dropdown list. Choose the **Company** to which you want to add the departments. Click **Next**.



**Wizards**

**Add New Department**

Company: ABC Incorporated

Department

**Description**

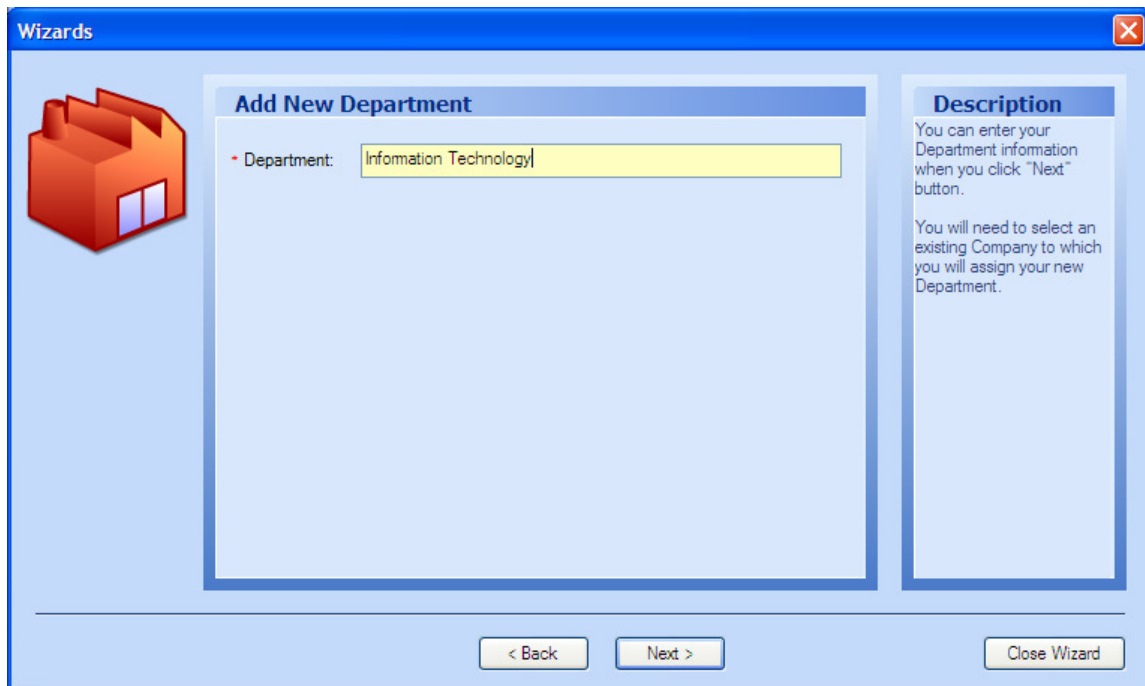
You can enter your Department information when you click "Next" button.

You will need to select an existing Company to which you will assign your new Department.

< Back   Next >   Close Wizard

*List of Departments*

In the Add New Department screen, enter the **Department** name. This is a mandatory field. Click **Next**.



**Wizards**

**Add New Department**

• Department: Information Technology

**Description**

You can enter your Department information when you click "Next" button.

You will need to select an existing Company to which you will assign your new Department.

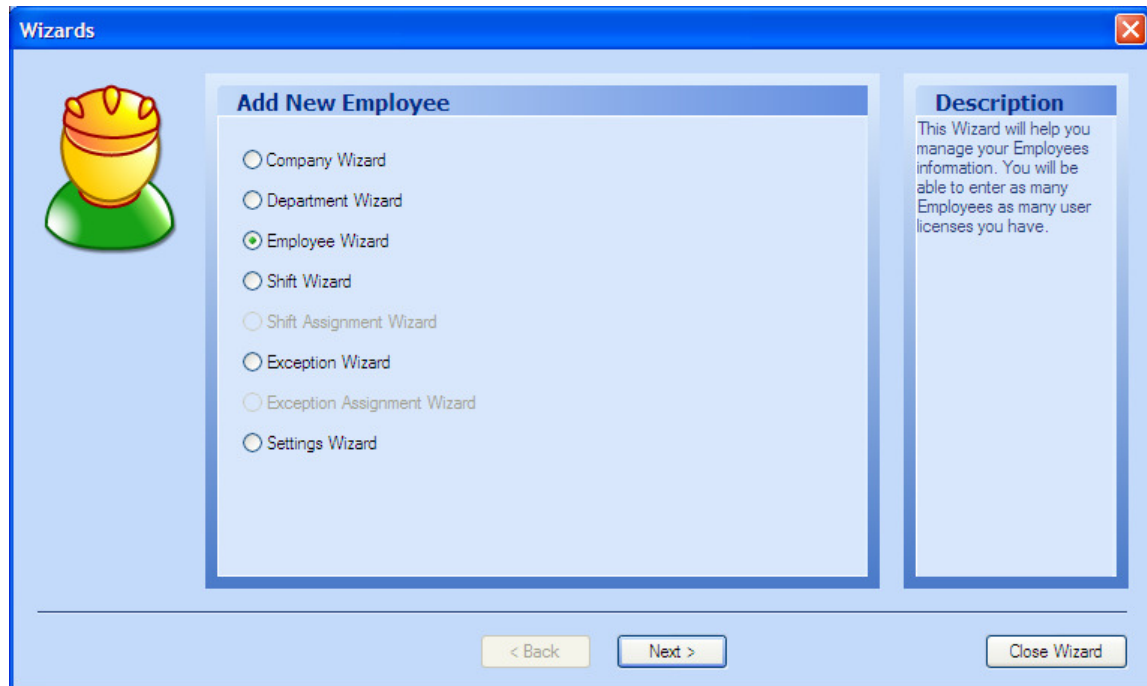
< Back   Next >   Close Wizard

*Adding a department*

You have now added a department. You can add additional departments, or select the other available options.

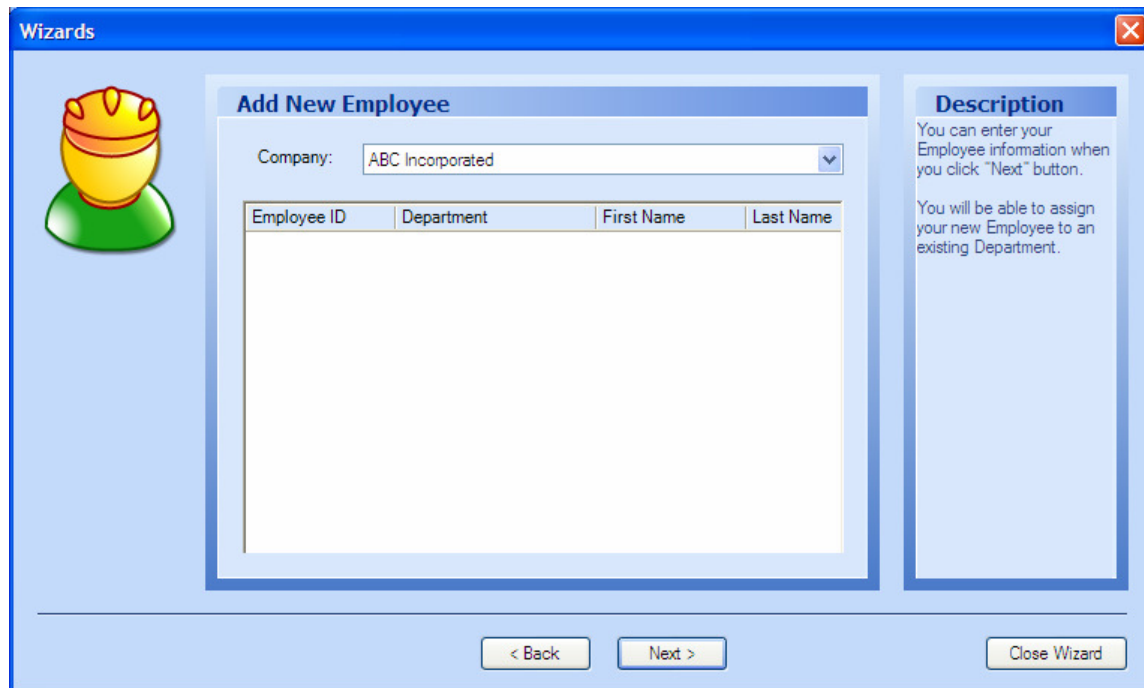
### 1.2.3. Employee Wizard

Click **Employee Wizard** to enter the information of the employees. You can add as many employees as the number of employee licenses you have. The number of active employees that can be maintained at the same time depends on edition you have purchased. Free Edition is limited to 10 employees; the other editions can have unlimited number of employees. Click **Next**.



#### *Employees Wizard*

From the dropdown list, choose the **Company** to which you want to add the employees. Click **Next**.



**Wizards**

**Add New Employee**

Company: ABC Incorporated

Employee ID	Department	First Name	Last Name
-------------	------------	------------	-----------

**Description**

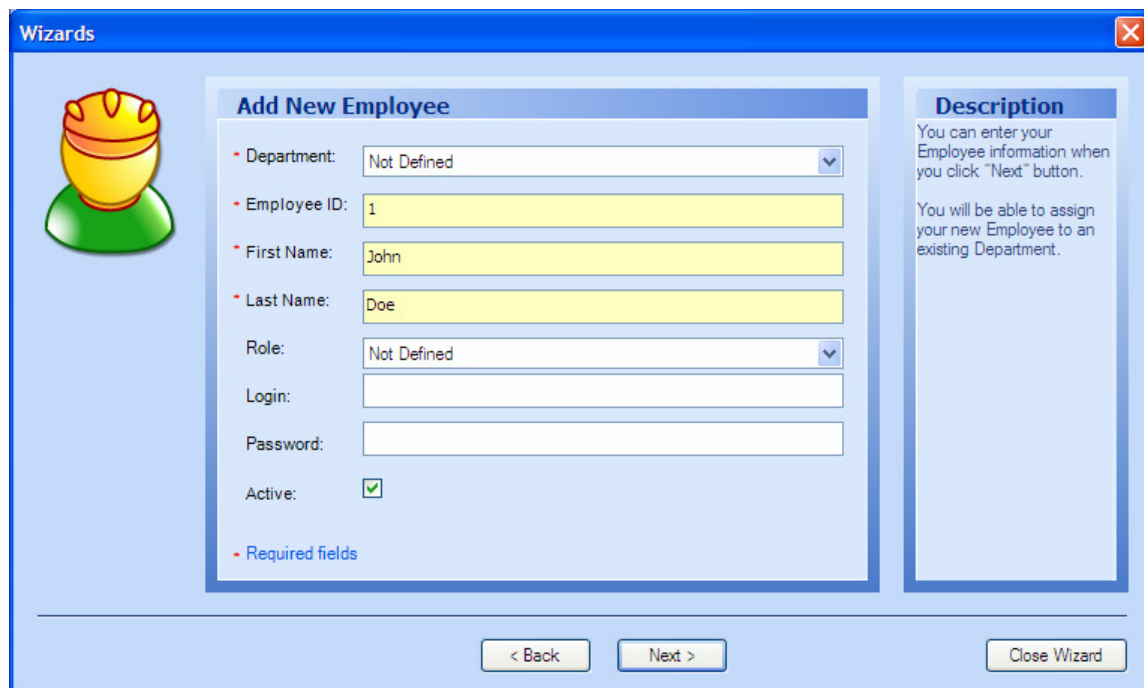
You can enter your Employee information when you click "Next" button.

You will be able to assign your new Employee to an existing Department.

< Back   Next >   Close Wizard

*List of employees*

The Add New Employee page opens.



**Wizards**

**Add New Employee**

• Department: Not Defined

• Employee ID: 1

• First Name: John

• Last Name: Doe

Role: Not Defined

Login:

Password:

Active: ☒

• Required fields

**Description**

You can enter your Employee information when you click "Next" button.

You will be able to assign your new Employee to an existing Department.

< Back   Next >   Close Wizard

*Adding new employees*

In this page:

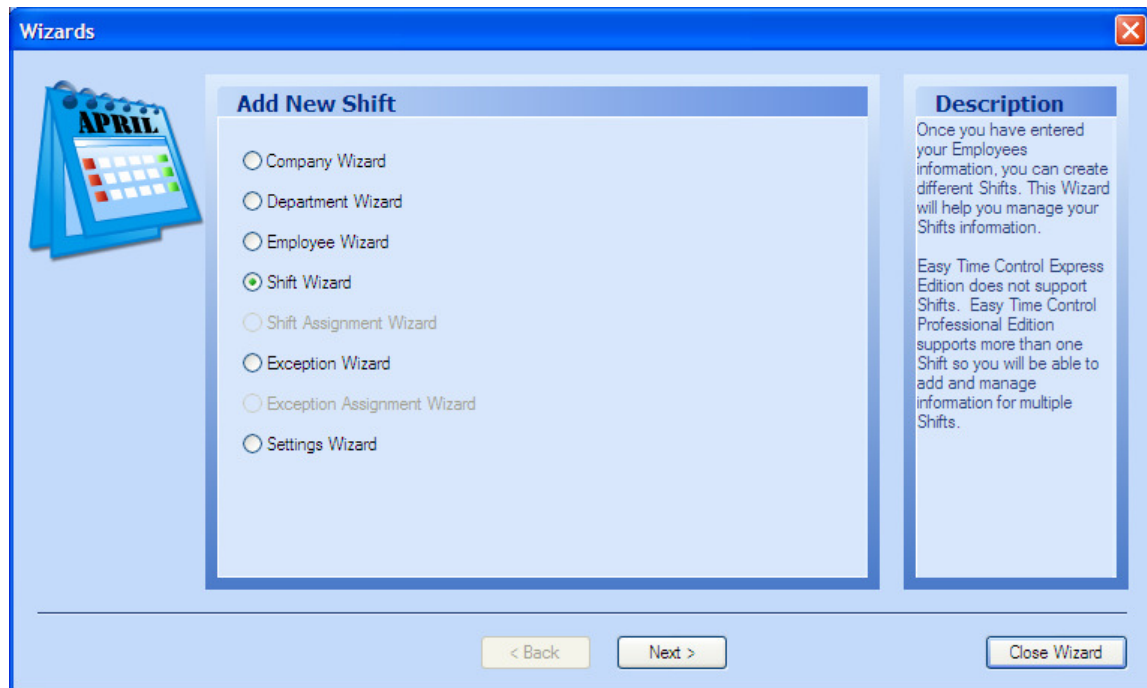
- › Choose a **Department**.
- › Enter the **Employee ID**. This should be a numeric value and be unique. A value will be displayed, which can be changed.
- › Mention the **First Name** and **Last Name**.  
**Note:** The **Next** button will be enabled, only when the mandatory fields, denoted by asterisk (\*) are filled in.
- › Choose the **Role** of the employee. You can assign two different roles to the employees: Supervisor and Simple User. If you want to use different roles, you should assign the role of supervisor at least to one employee initially. You can also omit assigning roles. If you assign one or more users as Supervisors, then the Login screen appears when you re-launch the application.
- › Provide a **User Name** and **Password**. You can assign user name and password to both supervisors and simple users; however, the difference is explained in [Section 3.1.2. Time Clock](#).
- › Specify whether the employee is **Active**.
- › Click **Next**.

You have now added an employee to the department.

### 1.2.4. Shift Wizard

After adding employees, you can create shifts. Select **Shift Wizard** and click **Next**.

**Note:** Using the Free or Express Edition of Easy Time Control you will not be able to create shifts. Only the Professional and Enterprise Editions support the option of creating shifts.



*Shift Wizard*



From the dropdown list, choose the **Company** and click **Next**.

Shift	Date From	Time From	Time To
-------	-----------	-----------	---------

*List of shifts*

In the Add New Shift page, set the shift parameters:

- › Provide the **Shift Name**.
- › Specify the date from which the shift is applicable. By default, the current date will be displayed, which can be changed.
- › Choose the shift timings.
- › Select the **Color** for the shift indication.
- › Set the **Punches Rounding Rules**.

The shifts should be divided into intervals for the purpose of rounding. Set the interval by selecting the number of minutes in the **Shift partitions in** dropdown list.

- Choose the options for rounding the Punch INs and Punch OUTs.  
For instance, consider that the shift interval is set to 10 minutes and the Punch IN and Punch OUT round options are set to 5 minutes each.

### **Scenario 1**

Consider that for a shift beginning at 7:00 AM, an employee punches IN at 7:03 AM. Here the Actual Punch IN will be 7:03 AM and the Rounded Punch IN will be 7:00 AM.

**Scenario 2**

Now if another employee punches IN at 7:07 AM for the same shift, the Actual Punch IN will be 7:07 AM, whereas the Rounded Punch IN will be 7:10 AM, which is the end of the interval.


- Choose the options for indicating the grace period for the Punch IN and Punch OUT timings. These options are used to allow an employee to punch before the beginning of the shift or after the end of the shift, and still be considered as punched within the shift timings. The grace time will be considered as overtime. If the grace period values are set to 0 minutes, it indicates that every punch IN before the beginning of the shift and the grace period will not be included in the shift timings. This also applies to any punch OUT that occurs after the end of the shift.

For instance consider that the grace Punch IN time is set to 30 minutes.

**Scenario 1**

If an employee punches IN at 6:32 AM for a shift beginning at 7:00 AM, the Actual IN time will be 6:32 AM and the Rounded IN time will be 6:30 AM. The grace time will be considered for overtime.

**Scenario 2**


If an employee punches in at 6:26 AM for a shift beginning at 7:00 AM, the punch will not be considered as recorded within the shift and the grace time will not be considered for overtime. In addition, the icon  will be displayed in the [Status](#) column indicating a problem with the punch IN.

For instance consider that the grace Punch OUT time is set to 30 minutes.

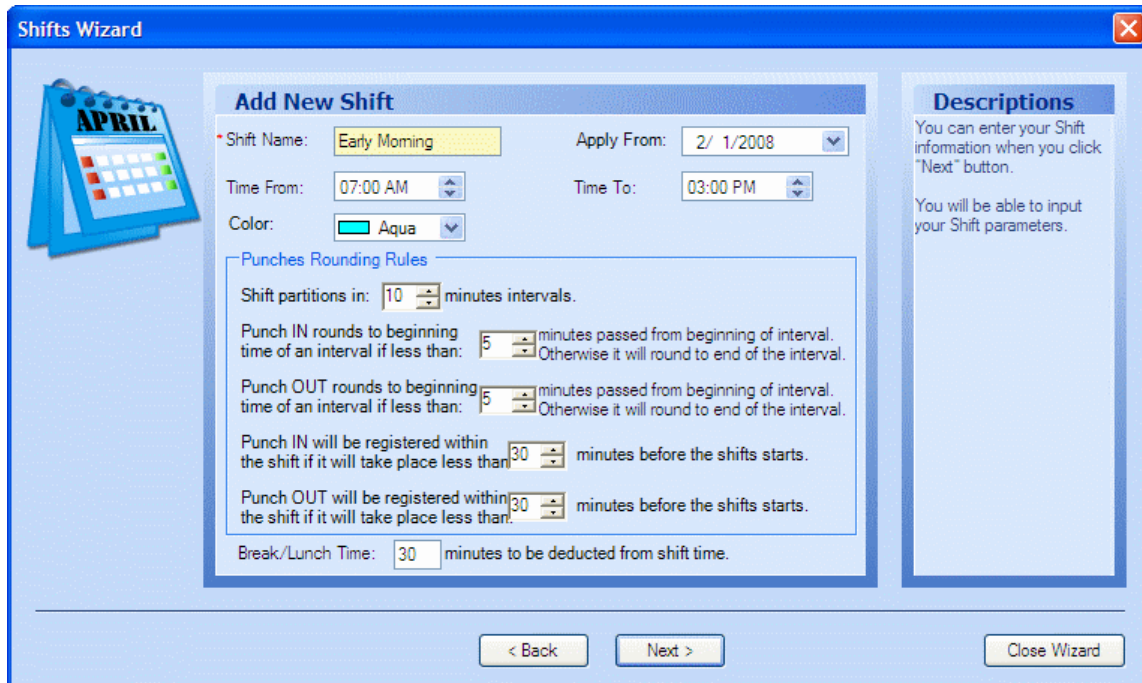
**Scenario 1**

If an employee punches in at 3:23 PM for a shift ending at 3:00 PM, the Actual OUT time will be 3:23 PM and the Rounded IN time will be 3:20 PM. The grace time will be considered for overtime.

**Scenario 2**

If an employee punches out at 3:31 PM for a shift ending at 3:00 PM, the grace time will not be considered for overtime. In addition, the icon  will be displayed in the Status column indicating a problem with the Punch OUT.

- › Mention the **Break/Lunch Time** that has to be deducted from the shift time.
- › Click **Next**.



The screenshot shows the 'Shifts Wizard' dialog box with the 'Add New Shift' tab selected. On the left is a calendar icon for April. The main area contains the following fields and options:

- Shift Name:** Early Morning
- Apply From:** 2/ 1/2008
- Time From:** 07:00 AM
- Time To:** 03:00 PM
- Color:** Aqua

Below these is the 'Punches Rounding Rules' section:

- Shift partitions in: 10 minutes intervals.
- Punch IN rounds to beginning of interval if less than 5 minutes passed from beginning of interval. Otherwise it will round to end of the interval.
- Punch OUT rounds to beginning of interval if less than 5 minutes passed from beginning of interval. Otherwise it will round to end of the interval.
- Punch IN will be registered within the shift if it will take place less than 30 minutes before the shifts starts.
- Punch OUT will be registered within the shift if it will take place less than 30 minutes before the shifts starts.

At the bottom of this section is the **Break/Lunch Time:** 30 minutes to be deducted from shift time.

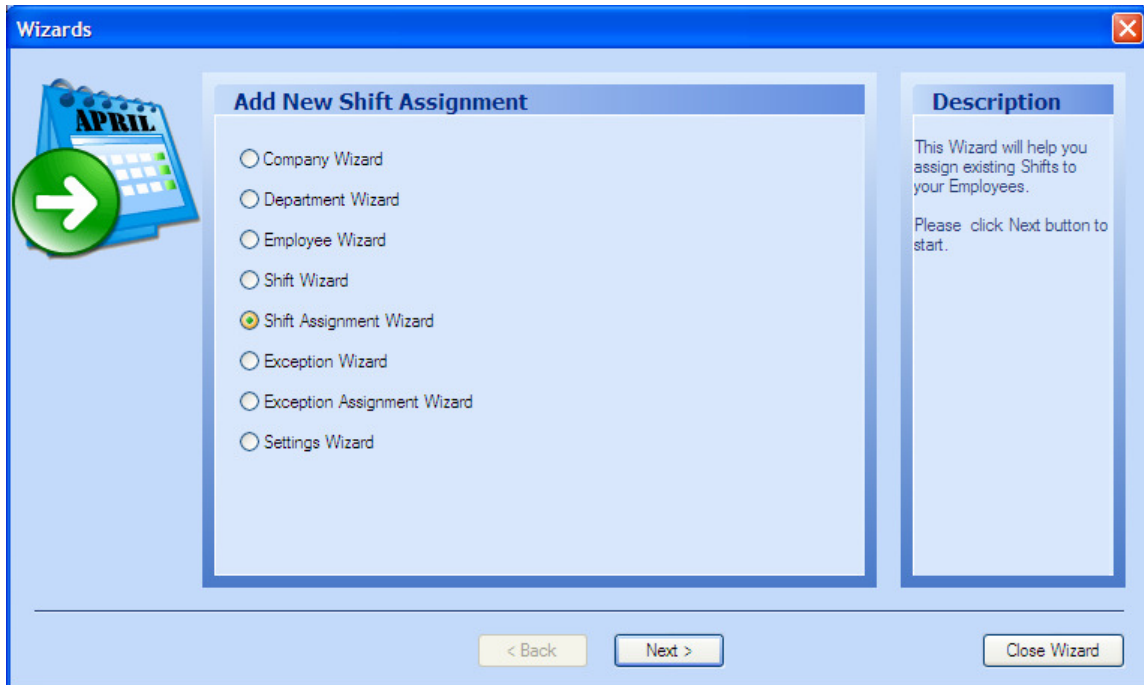
On the right is a 'Descriptions' section with two paragraphs of instructional text. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Close Wizard'.

*Setting the shift*

You have created a shift. You can select the Shift Wizard and create more shifts.

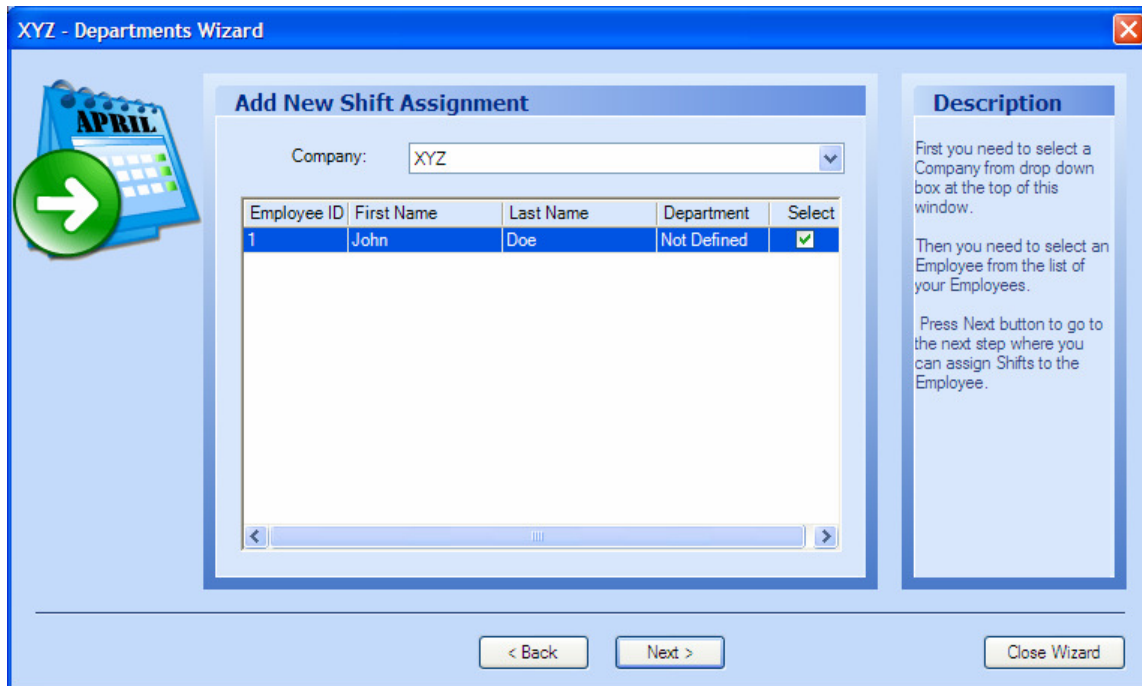
### 1.2.5. Shift Assignment Wizard

After creating the shifts, click the option **Shift Assignment Wizard**, and click **Next**.



*Shift Assignment Wizard*

In the Add New Shift Assignment page, choose the **Company**. Select an employee from the list of **Employees**. Click **Next** to assign shifts to the selected employee.



**XYZ - Departments Wizard**

**Add New Shift Assignment**

Company: XYZ

Employee ID	First Name	Last Name	Department	Select
1	John	Doe	Not Defined	<input checked="" type="checkbox"/>

**Description**

First you need to select a Company from drop down box at the top of this window.

Then you need to select an Employee from the list of your Employees.

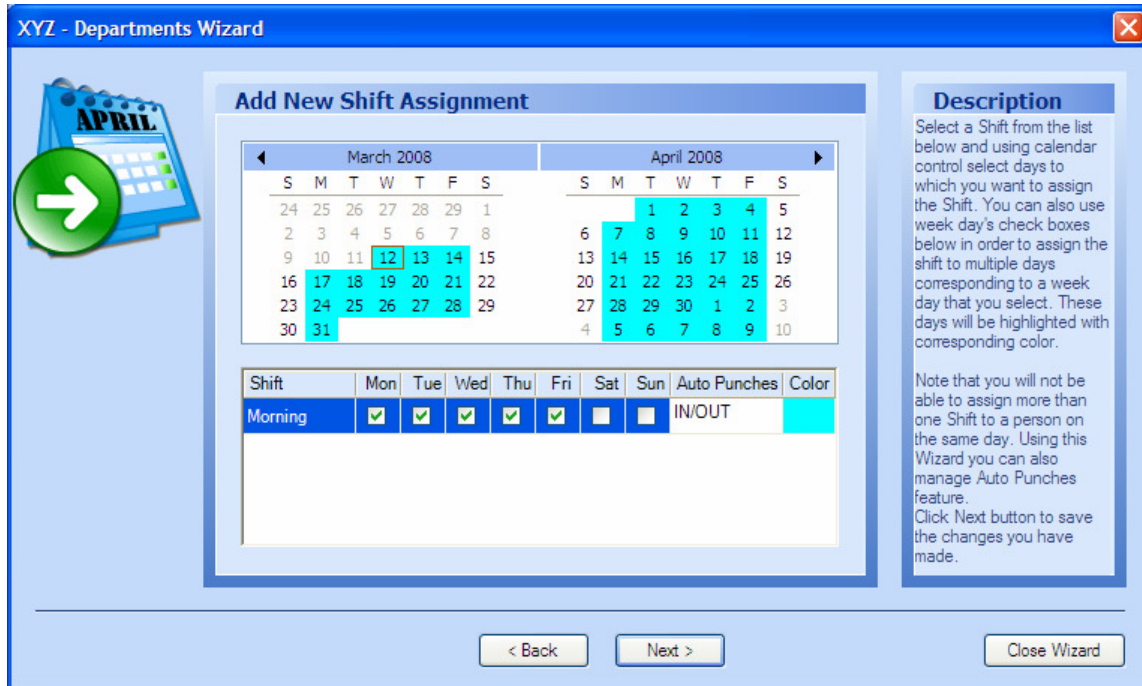
Press Next button to go to the next step where you can assign Shifts to the Employee.

< Back   Next >   Close Wizard

*Choosing Employees*

In the next screen, select one of the available shifts. Select the **Days** the shift has to be assigned to the selected employee. Note that you will not be able to assign more than one shift to a person on the same day.

Note that only when the **Days** are selected, the **Next** button will be enabled. Click **Next**.



**XYZ - Departments Wizard**

**Add New Shift Assignment**

March 2008

S	M	T	W	T	F	S
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2008

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Auto Punches	Color
Morning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN/OUT	

**Description**

Select a Shift from the list below and using calendar control select days to which you want to assign the Shift. You can also use week day's check boxes below in order to assign the shift to multiple days corresponding to a week day that you select. These days will be highlighted with corresponding color.

Note that you will not be able to assign more than one Shift to a person on the same day. Using this Wizard you can also manage Auto Punches feature. Click Next button to save the changes you have made.

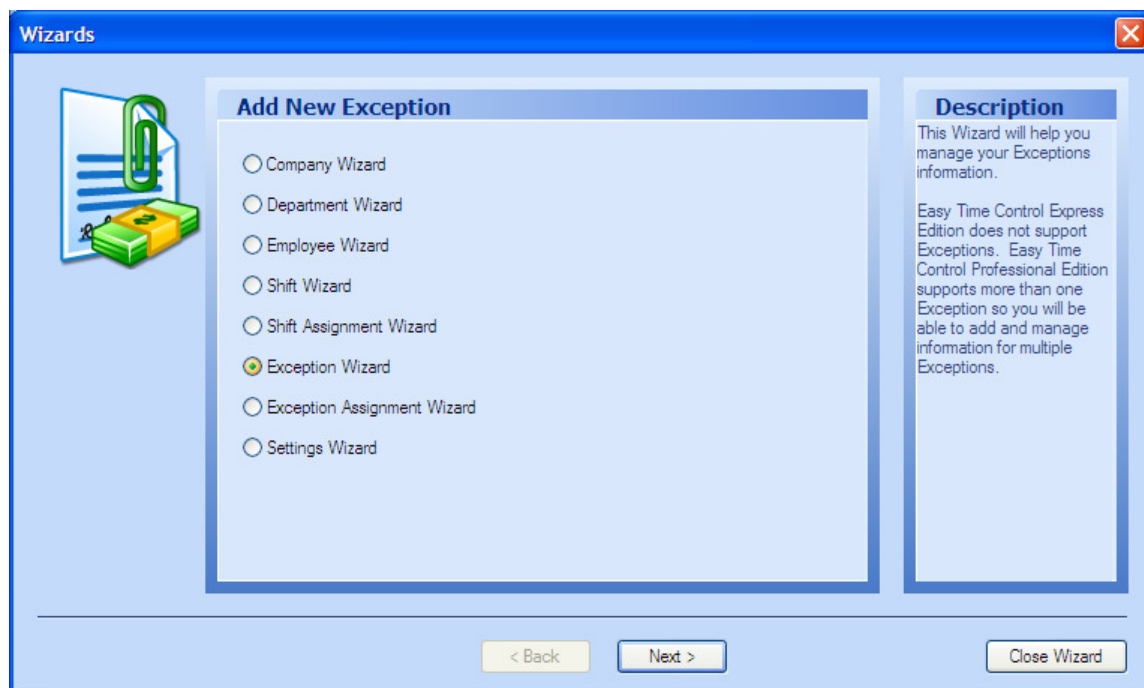
< Back    Next >    Close Wizard

#### *Adding New Assignment*

Assign shifts to all employees by selecting the Shift Assignment Wizard again.

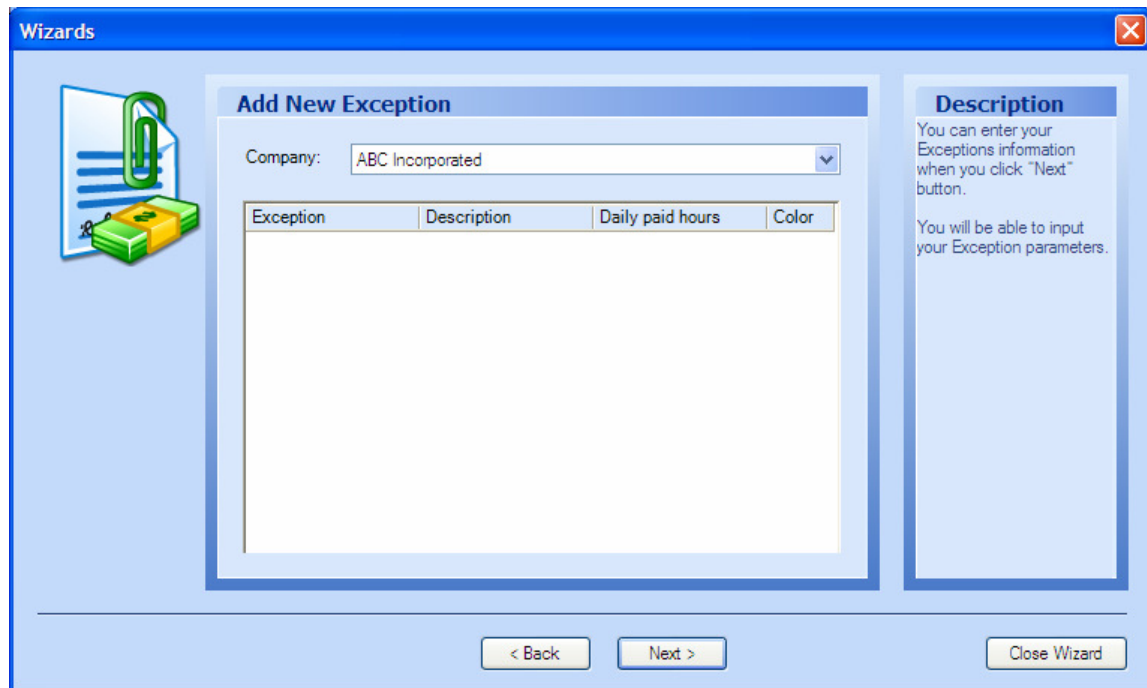
### 1.2.6. Exception Wizard

There might be instances where you want to specify some exceptions. For such exceptions, click **Exception Wizard**. Exception Rules indicate when the employees should be paid for a set number of hours even though it was their day off, holiday, or they did not work the full shift on those days. You can create many exception rules, using different color indication. The program will automatically recalculate the working hours considering the rules applied. You can apply the rules using Exception Assignment functionality.



*Exception Wizard*

**Note:** Using the Free or Express Edition of Easy Time Control you will not be able to create exceptions. Only the Professional and Enterprise Editions support the option of creating exceptions. In the Exceptions page, choose the **Company**. Click **Next**.



**Wizards**

**Add New Exception**

Company: ABC Incorporated

Exception	Description	Daily paid hours	Color
-----------	-------------	------------------	-------

**Description**

You can enter your Exceptions information when you click "Next" button.

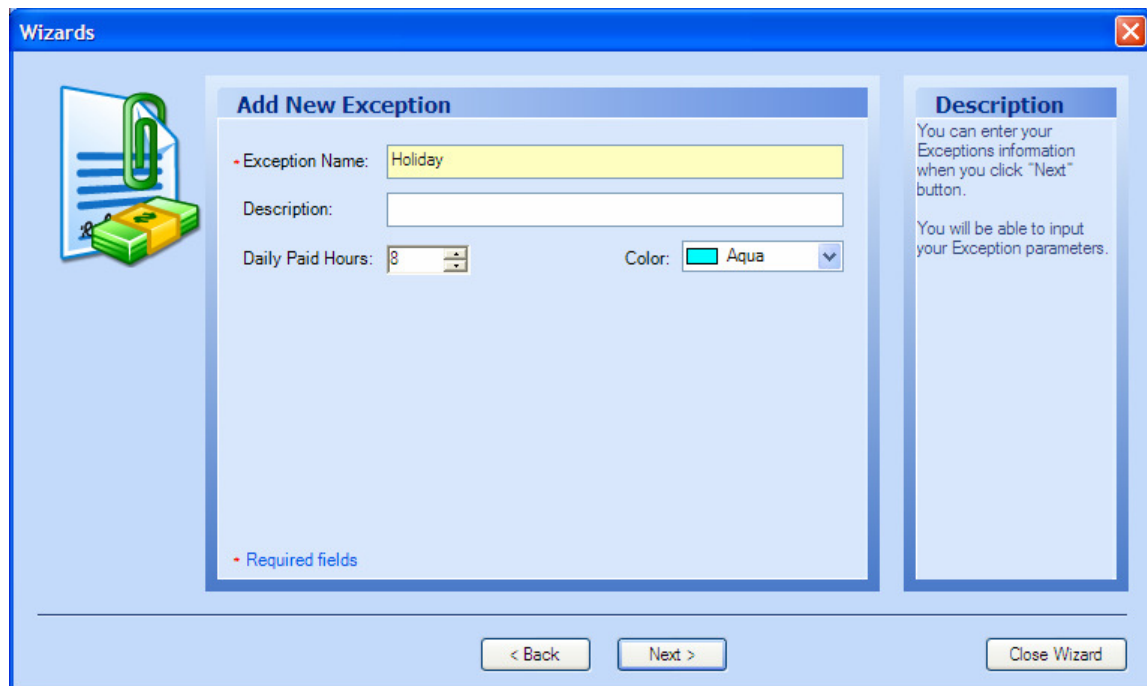
You will be able to input your Exception parameters.

< Back   Next >   Close Wizard

*Choosing company*

In the Add New Exception page:

- › Enter the **Exception Name**, which is mandatory.
- › Provide a **Description**.
- › Choose the **Daily Paid Hours** and the **Color** and click **Next**.



**Wizards**

**Add New Exception**

Exception Name: Holiday

Description:

Daily Paid Hours: 8   Color: Aqua

Required fields

**Description**

You can enter your Exceptions information when you click "Next" button.

You will be able to input your Exception parameters.

< Back   Next >   Close Wizard

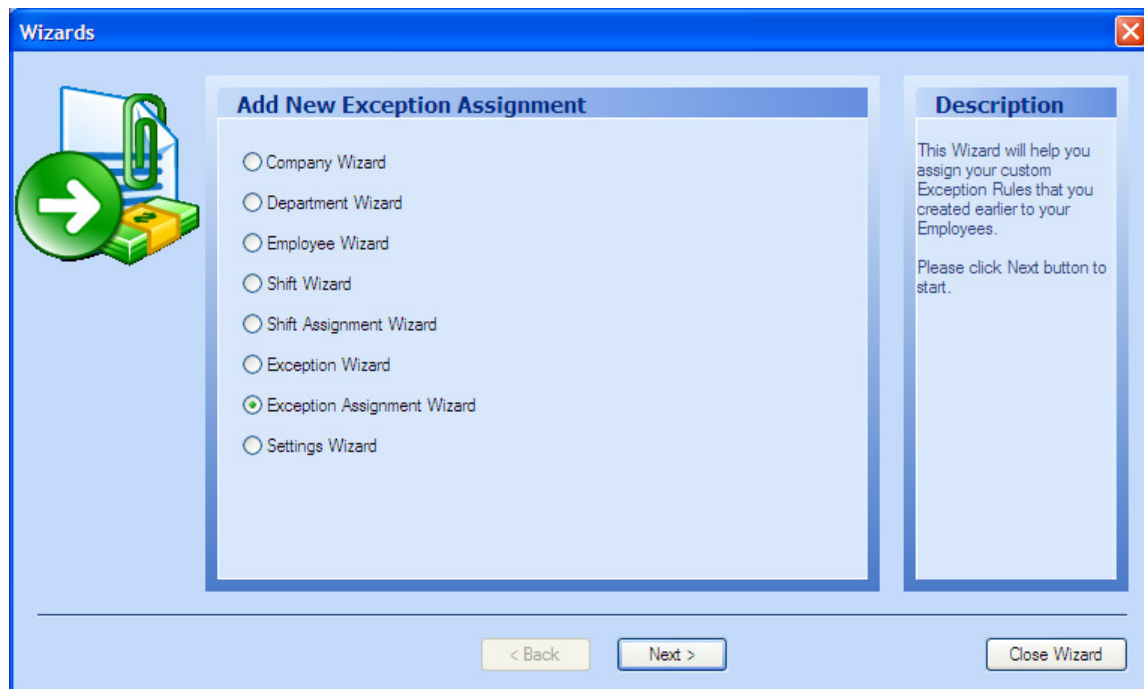
*Adding New Exception*



Now you have registered your company, created departments, added employees, defined shifts, assigned shifts to employees, and created exceptions.

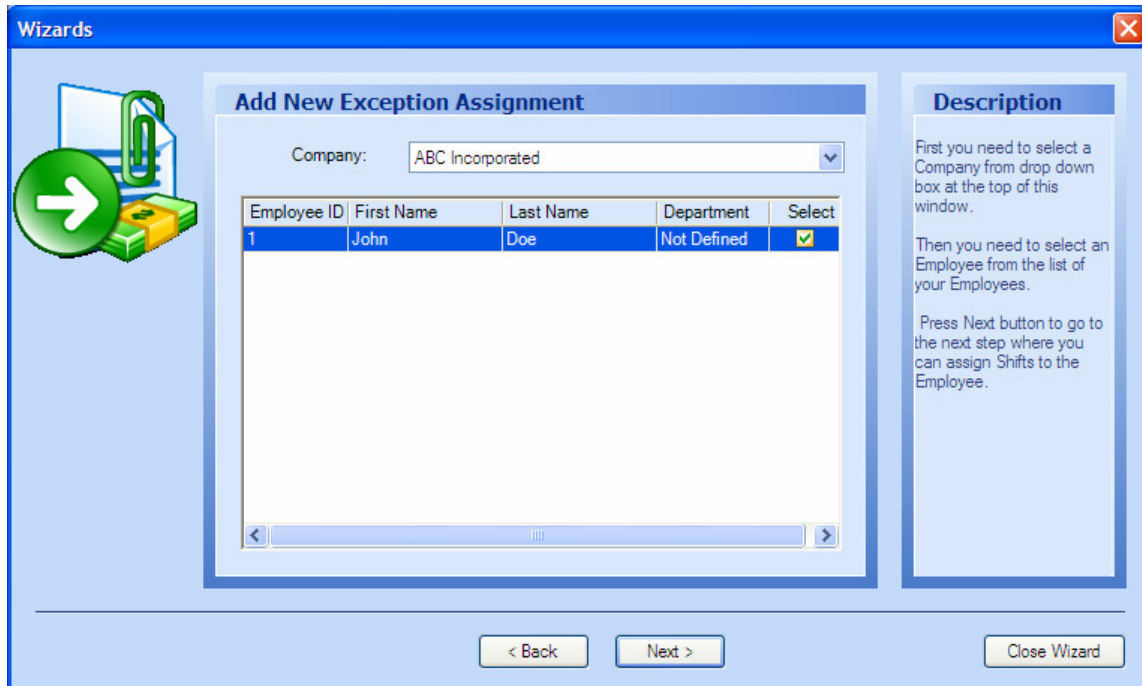
### 1.2.7. Exceptions Assignment Wizard

After creating the exceptions you can assign the exceptions to the employees. click the option **Exception Assignment Wizard**, and click **Next**.



*Exception Assignment Wizard*

In the Add New Exception Assignment page, choose the **Company**. Select an employee from the list of **Employees**. Click **Next** to assign exceptions to the selected employee.



**Wizards**

**Add New Exception Assignment**

Company: ABC Incorporated

Employee ID	First Name	Last Name	Department	Select
1	John	Doe	Not Defined	<input checked="" type="checkbox"/>

**Description**

First you need to select a Company from drop down box at the top of this window.

Then you need to select an Employee from the list of your Employees.

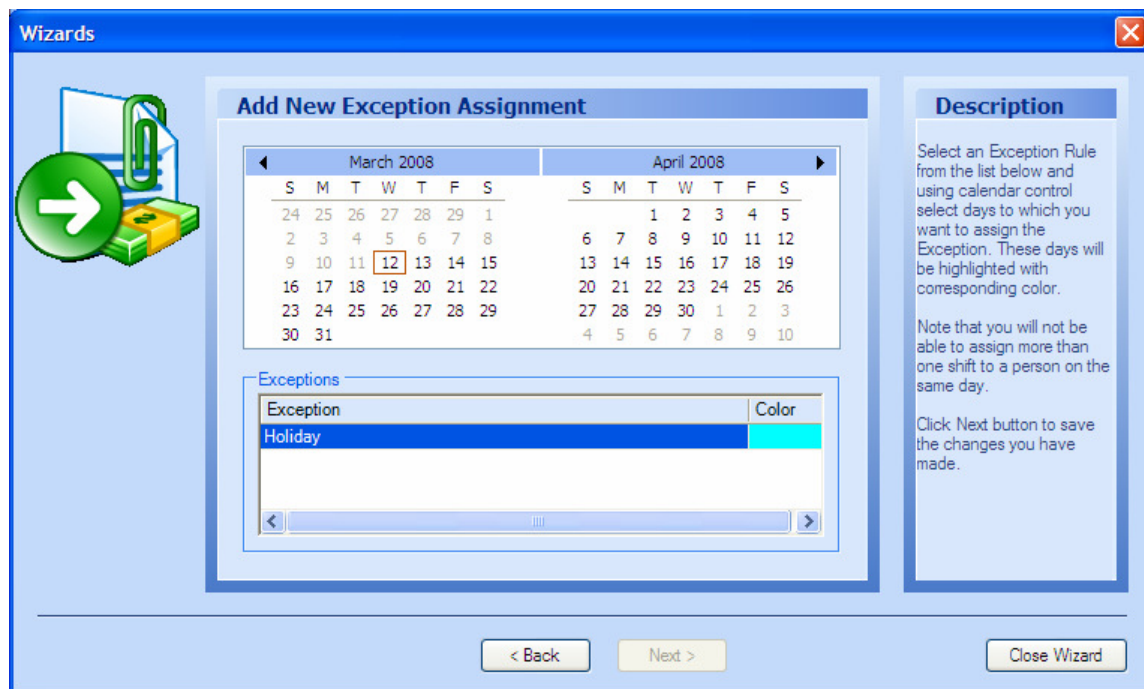
Press Next button to go to the next step where you can assign Shifts to the Employee.

< Back   Next >   Close Wizard

*Choosing Employees*

In the next screen, select one of the available exceptions. Select the **Days**, from the calendar, the exception has to be assigned to the selected employee.

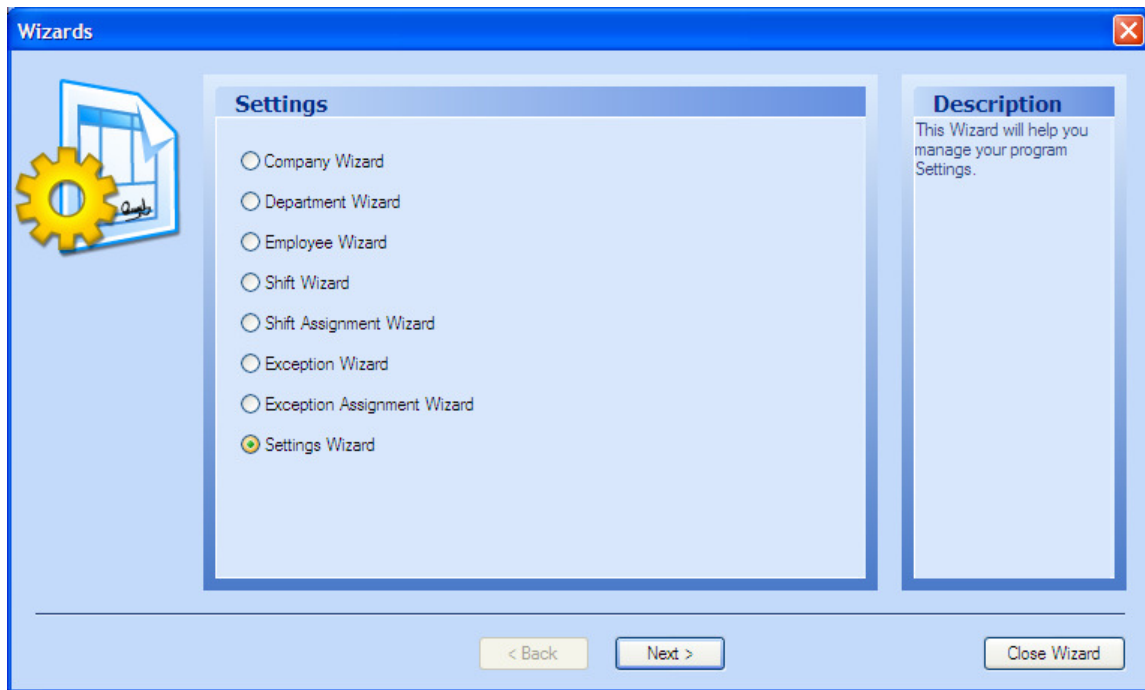
Note that only when the **Days** are selected, the **Next** button will be enabled. Click **Next**.



*Adding New Assignment*

### 1.2.8. Settings Wizard

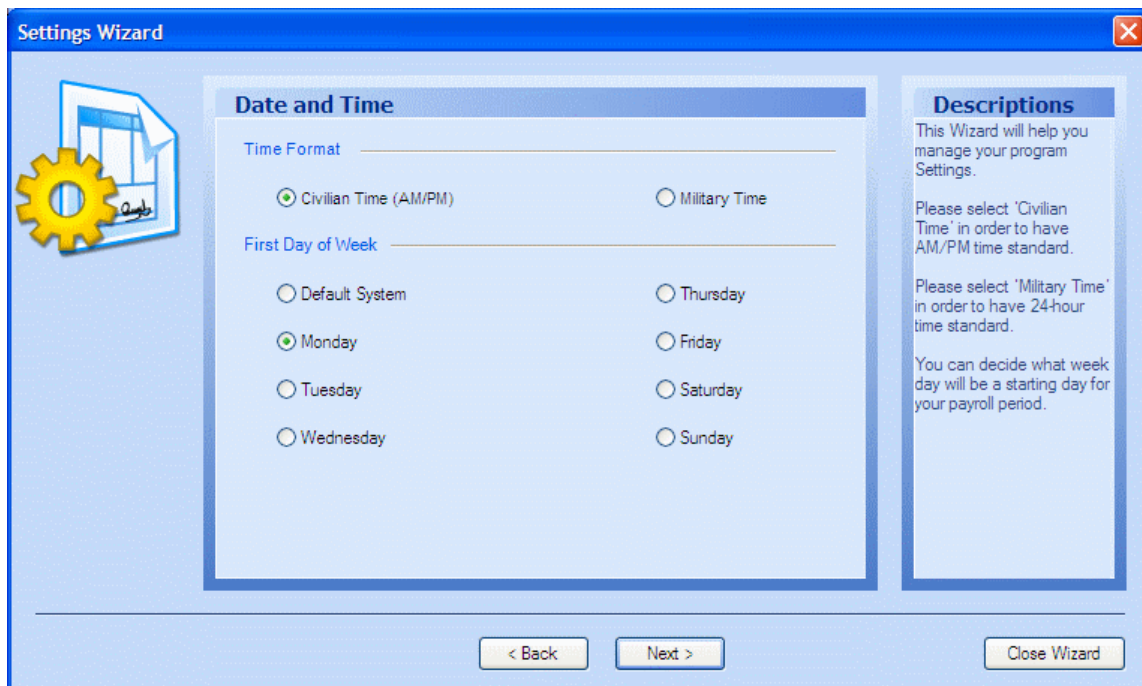
The Settings Wizard helps you manage your program general settings. Click **Settings Wizard** and click **Next**.

*Settings Wizard*

## Date and Time

This page allows you to set the time and week format.

- › Time Format – Sets the time format. There are two options available:
  - Civilian Time – Displays the time in the AM/PM standard format
  - Military Time – Displays the time in the 24 hour military form.
- › First Day of Week – Allows you to define the day of the week that would be the starting day for payroll calculations.



The screenshot shows a 'Settings Wizard' window with a blue title bar and a close button. On the left is a yellow gear icon. The main area is titled 'Date and Time' and contains two sections: 'Time Format' and 'First Day of Week'. In the 'Time Format' section, 'Civilian Time (AM/PM)' is selected with a radio button, and 'Military Time' is unselected. In the 'First Day of Week' section, 'Monday' is selected with a radio button, and other days (Default System, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday) are unselected. On the right, a 'Descriptions' panel provides instructions: 'This Wizard will help you manage your program Settings.', 'Please select 'Civilian Time' in order to have AM/PM time standard.', 'Please select 'Military Time' in order to have 24-hour time standard.', and 'You can decide what week day will be a starting day for your payroll period.' At the bottom are three buttons: '< Back', 'Next >', and 'Close Wizard'.

*Date and Time setup*

After choosing the relevant options, click **Next**.

## Accounting Period

This page allows you to define the accounting period for payroll calculations:

- › User Defined – Allows you to customize the period. Select the option and specify the **From** and **To** dates.
- › Weekly – Considers weekly accounting period.
- › Bi-Weekly – Considers bi-weekly accounting period. Select the option and specify the starting date.
- › Monthly – Considers monthly accounting period.

**Settings Wizard**

**Accounting Period**

Accounting Period Type

☐ User Defined

From  To

☒ Weekly

☐ Bi-Weekly

Period Start: ☐ 1/7/2008 Or ☐ 12/31/2007

☐ Monthly

**Descriptions**

This Wizard will help you manage your program Settings.

'User Defined' in order to select what dates will be starting and ending dates for your payroll period.

'Weekly' so your weekly payroll period will start from weekday of your selection.

'Bi-Weekly' so you can set starting date to the current or previous week according to starting week day that you chose.

'Monthly' – the dates will be setup within current calendar month.

< Back   Next >   Close Wizard

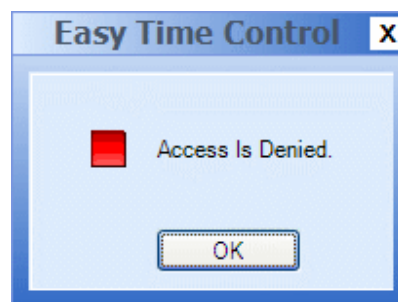
### Accounting Period

Click **Next** to continue.

## Database

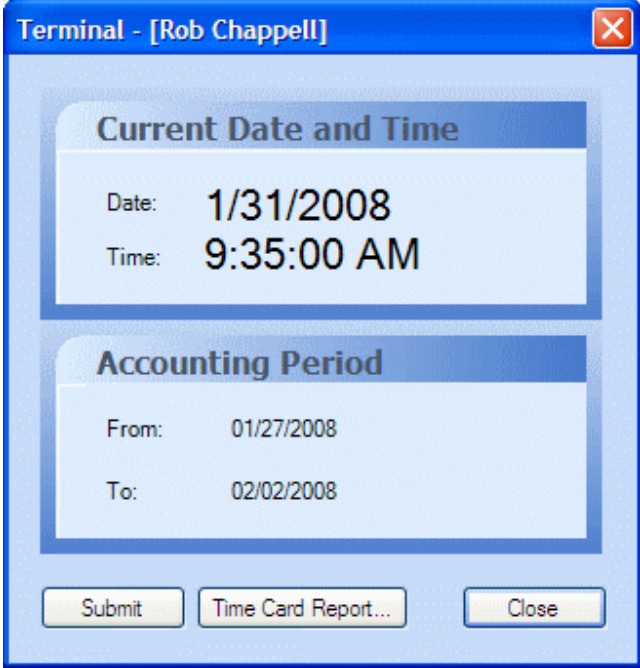
This page allows you to set the Time View and specify the various folder locations.

- › Time View
  - Advanced – Calculates working time considering shift settings.
  - Simple – Calculates working time without taking into account the shift settings.
- › Time Clock – Uses the physical time clock. You can switch on or off the connection to the physical time clock device.
  - If the connection to the time clock is on, Easy Time Control reads the punch records of employees that come from the time clock and transfers the details. In other words, the employees use a physical time clock to punch in and out. If this option is on:
    - Simple users of your company having a user name and password will get the following screen while logging in.



*Access denied to simple users when the time clock connection is on*

- Supervisors will be able to login and access the application in normal mode.
- If the connection to the time clock is off, the employees can use the application to punch records. If this option is off:
  - Simple users can use Easy Time Control program to punch in and out. When they login, the following screen is displayed.



Terminal - [Rob Chappell]

**Current Date and Time**

Date: 1/31/2008  
Time: 9:35:00 AM

**Accounting Period**

From: 01/27/2008  
To: 02/02/2008

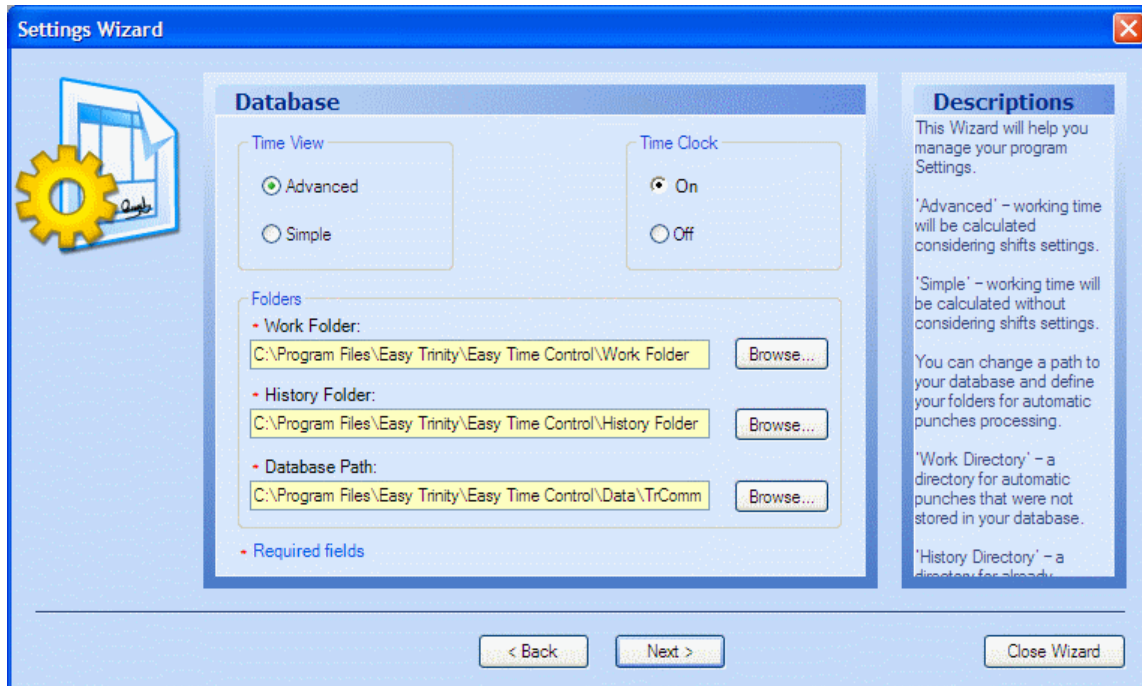
Submit Time Card Report... Close

*Screen for simple users*

They can record the time by click **Submit**. They can also print their Time Card report. The [Time Card](#) report displays the following:

- Break Hours
  - Exception Hours
  - Actual and Paid Hours
  - Overtime Hours
  - Supervisors can record their time using the Easy Time Control application itself, using the [New Punch](#) option.
- › Folders – Defines the location of the Database and folders for automatic punch data processing. To change the location of the folder, click the **Browse** button corresponding to the folder, locate the directory and click **Open**. You cannot leave the locations blank, as these are mandatory fields.





The screenshot shows the 'Settings Wizard' window with the 'Database' tab selected. On the left is a yellow gear icon. The 'Database' section contains two sub-sections: 'Time View' with radio buttons for 'Advanced' (selected) and 'Simple'; and 'Time Clock' with radio buttons for 'On' (selected) and 'Off'. Below these is a 'Folders' section with three items: 'Work Folder' with a text box containing 'C:\Program Files\Easy Trinity\Easy Time Control\Work Folder' and a 'Browse...' button; 'History Folder' with a text box containing 'C:\Program Files\Easy Trinity\Easy Time Control\History Folder' and a 'Browse...' button; and 'Database Path' with a text box containing 'C:\Program Files\Easy Trinity\Easy Time Control\Data\TrComm' and a 'Browse...' button. A 'Required fields' link is at the bottom of the folders section. On the right is a 'Descriptions' panel with text explaining the wizard's purpose and the meaning of the 'Advanced', 'Simple', 'Work Directory', and 'History Directory' settings. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Close Wizard'.

**Settings Wizard**

**Database**

Time View

☒ Advanced

☐ Simple

Time Clock

☒ On

☐ Off

Folders

• Work Folder:

C:\Program Files\Easy Trinity\Easy Time Control\Work Folder

• History Folder:

C:\Program Files\Easy Trinity\Easy Time Control\History Folder

• Database Path:

C:\Program Files\Easy Trinity\Easy Time Control\Data\TrComm

• Required fields

**Descriptions**

This Wizard will help you manage your program Settings.

'Advanced' – working time will be calculated considering shifts settings.

'Simple' – working time will be calculated without considering shifts settings.

You can change a path to your database and define your folders for automatic punches processing.

'Work Directory' – a directory for automatic punches that were not stored in your database.

'History Directory' – a directory for already...

< Back

#### Database

Click **Next** to continue. You have completed all the steps in the Setup Wizard. Click **Close Wizard**.

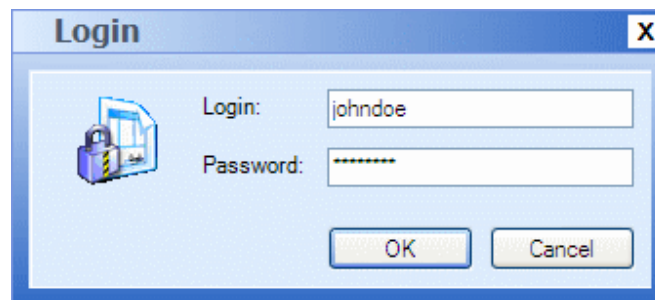


## **Module 2**

### **Exploring the Interface**

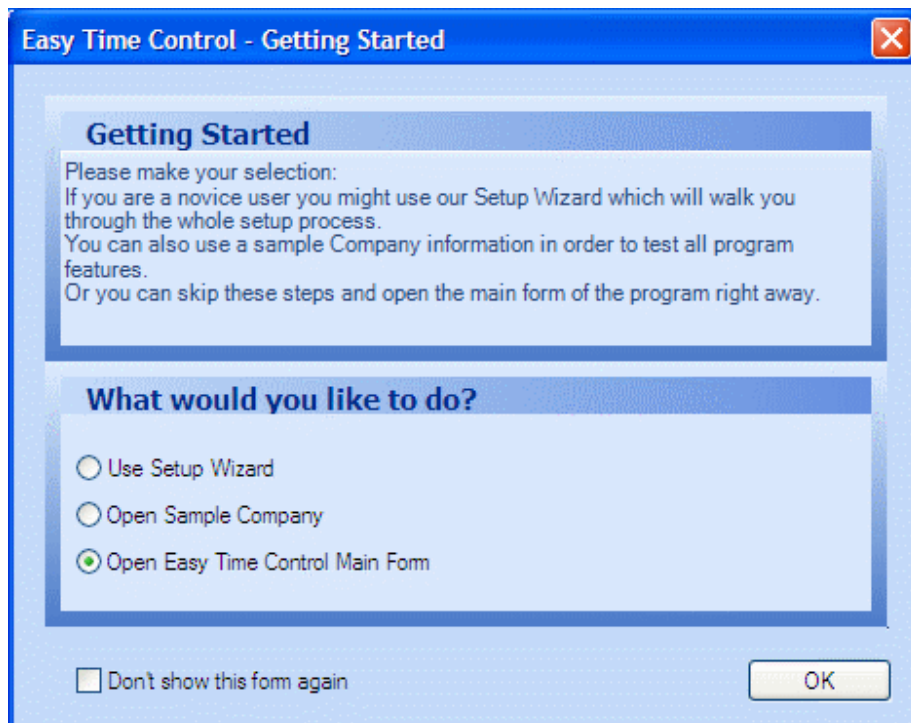
## 2.1. Exploring the Main Screen

After using the Wizard to setup the company information, you can go to the main form. Double-click the icon on the Desktop or Quick Launch or follow the path **Start → Programs → Easy Trinity → Easy Time Control → Easy Time Control**. If there are one or more Supervisors in your company, the Login screen appears. Enter the **Login** and **Password** details. These are the details you assigned while [adding a new employee](#).



*Login screen*

In the Getting Started dialog, choose the option Open Easy Time Control Main Form. If you do not want to display the Getting Started screen while opening the application again, select the option **Don't show this form again**. Click **OK**.



*Getting Started Dialog*

The main form is displayed. The main form contains three sections.

**Employees Hours**

ID	First Name	Last Name	Punches	Breaks	Exceptions	Total	Overtime
1	Dominic	Thompson	41:50	03:45	00:00	38:05	00:35
2	Evan	Scott	33:30	03:00	00:00	30:30	00:00
3	Handy	Gonzales	34:10	03:00	00:00	31:10	00:00
4	Kegan	Carter	17:20	01:30	00:00	15:50	00:00
5	Lenny	Campbell	25:10	02:15	00:00	22:55	00:00

**Employee Punches**

Actual IN	Actual OUT	Actual Hours	Rounded IN	Rounded OUT	Rounded Hours	Shift
2/12/2008 6:48	2/12/2008 3:24	08:36:00	2/12/2008 6:50	2/12/2008 3:20	08:30:00	Day
2/13/2008 6:39	2/13/2008 3:14	08:35:00	2/13/2008 6:40	2/13/2008 3:10	08:30:00	Day
2/14/2008 6:33	2/14/2008 3:21	08:48:00	2/14/2008 6:30	2/14/2008 3:20	08:50:00	Day
2/15/2008 6:58	2/15/2008 3:02	08:04:00	2/15/2008 7:00	2/15/2008 3:00	08:00:00	Day
2/16/2008 6:55	2/16/2008 3:05	08:10:00	2/16/2008 7:00	2/16/2008 3:00	08:00:00	Day

**Accounting Period**

From: 2/10/2008  
To: 2/16/2008  
Apply

**Company Structure**

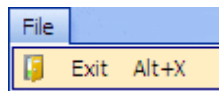
- ABC
  - Sales
    - Dominic Thompson
    - Evan Scott
    - Handy Gonzales
    - Kegan Carter
    - Lenny Campbell
  - Development

The main form

### 2.1.1. Menu

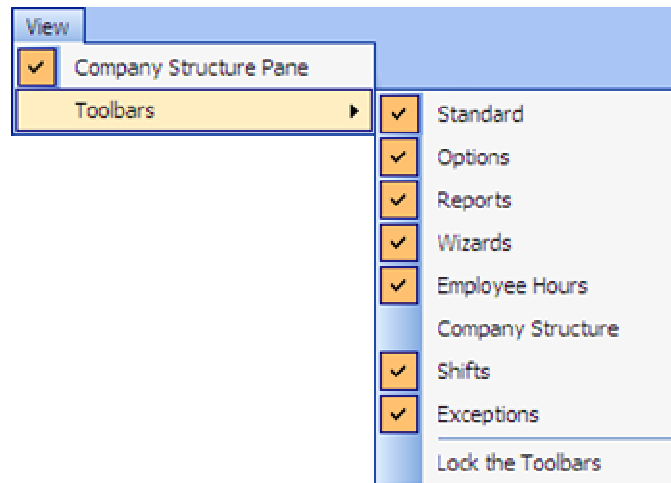
The standard menu options are available. Let's explore the menu options in this section.

- File – The only option in the file menu is Exit. You can also use the shortcut key [**ALT+X**] to exit the application.



*File menu*

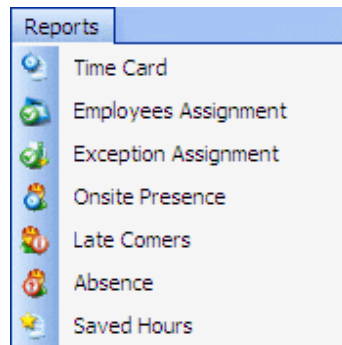
- View – This menu has options to view the Company Structure pane, and the various toolbars.



*View menu*

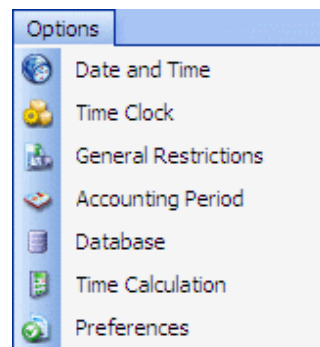
- Company Structure Pane – Displays the structure of the companies in a tree structure, which includes the various departments and the employees in each department.
- Toolbars - Displays a list of available toolbars. The selected toolbars are denoted by a tick (✓) mark. The toolbars are discussed in detail in the [next section](#). If the option **Lock the Toolbars** is selected, you will not be able to move the toolbars.

- Reports – This menu provides access to various reports. You can know more about the reports in the [Reports](#) section.



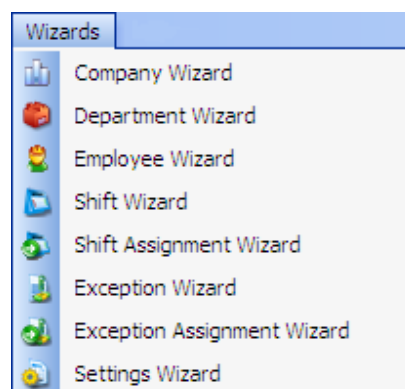
*Reports menu*

- Options – Using the menu you can set the various options such as the Time, Date, Accounting Period, and so on.



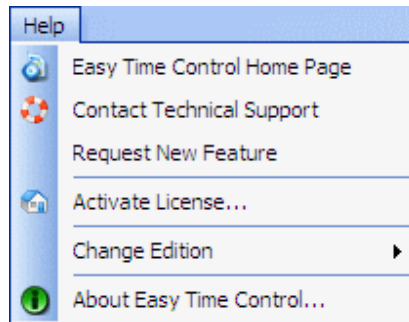
*Options menu*

- Wizards – The various wizards are available under this menu. These wizards help you setup the company information. Refer to [Using Setup Wizard](#) for more information.



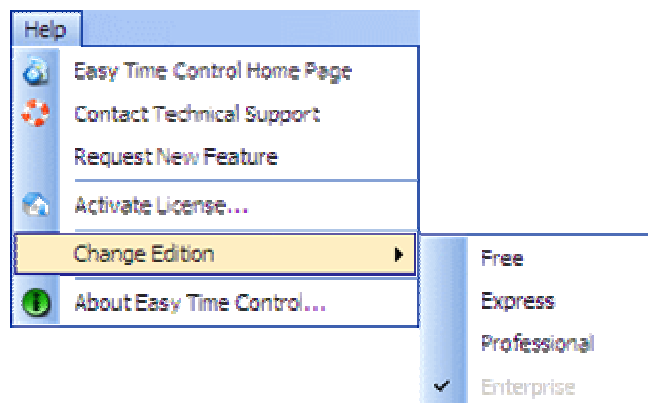
*Wizards menu*

- Help – This option provides options to get help from the technical support, to register Easy Time Control software, and so on.



*The Help menu*

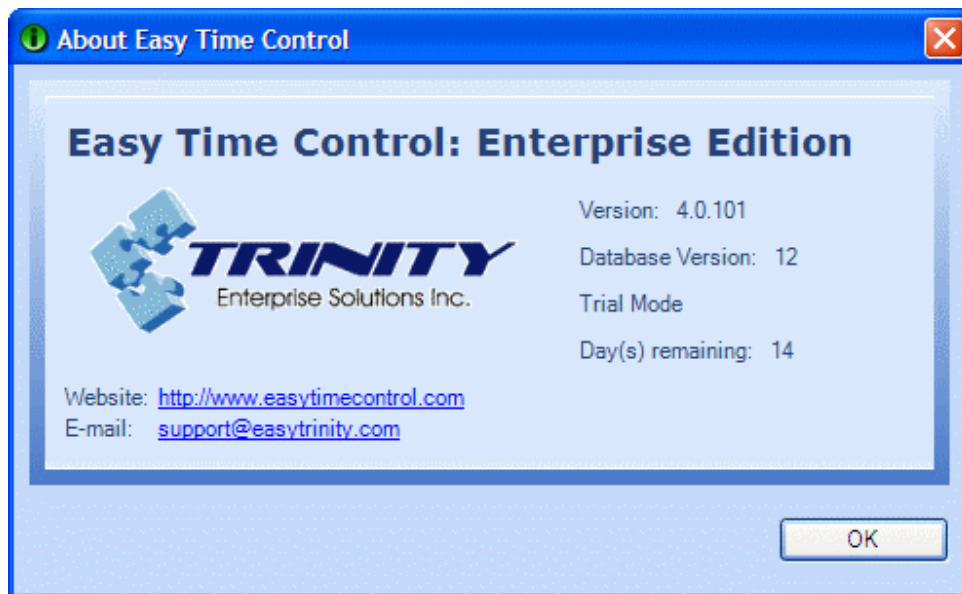
- Easy Time Control Home Page – Loads the home page of Easy Time Control website.
- Contact Technical Support – Opens the mail client to get in touch with the Technical Support. You can email your concerns and queries.
- Request New Feature – Opens the mail client with the address and subject added by default. You can email to request the new features.
- Activate License – Allows you to activate the license. The Select license file dialog opens. Browse to the location having the license file, choose the file, and click **Open**.
- Change Edition – Allows you to change the edition of Easy Time Control. The sub-menu includes Free, Basic, Professional, and Enterprise. The current edition is indicated with a tick (✓) mark and is disabled. The corresponding features will be disabled or enabled according to the edition you switch to.



*Help menu*



- About Easy Time Control – Provides information about the Easy Time Control software such as the **Version**, **Database Version**, the **Mode**, and the days of trial period remaining in case of the trial version. You can also find e-mail and website address. Click **OK** to close the dialog.



*The About dialog*

### 2.1.2. Toolbars

You can opt to show or hide the toolbars. Go to the **View** menu and click the toolbars that you want to show. When you move the mouse pointer on any of the icons on the toolbar, the tool tip displays a short description about the icon.

The selected toolbars are indicated by a tick (✓) mark. The following toolbars are present:

- Standard Toolbar: Contains the option to Exit the application. This option is also available under the **File** menu.



*Standard Toolbar*

- Options Toolbar: Using the menu you can set the various options such as the Time, Date, Accounting Period, and so on. This toolbar also has the **Refresh** icon, which will be disabled where the screen cannot be refreshed.

These are available, except Refresh, under the **Options** menu.



*Options Toolbar*

The following are the icons present in the Options Toolbar:



Refresh

Refreshes the application.



[Date and Time](#)

Allows you to set the time format and defining the first day of the week.



[Time Clock](#)

Allows you switch on or off the connection to the physical time clock device.



[General Restrictions](#)

Allows you to define the time interval between punches and overtime working hours.



[Accounting Period](#)

Allows you to define the accounting period for payroll calculations.



[Database](#)

Allows you to define the location of the database.



[Time Calculation](#)

Allows you to choose the type of time calculation.



[Preferences](#)

Allows you to set preferences.

- Reports Toolbar: Provides access to various reports. These are the options present under the **Reports** menu.



*Reports Toolbar*

The following are the icons present in the Reports Toolbar:



[Time Card Report](#)



[Employees Assignment Report](#)



[Exception Assignment Report](#)



[Onsite Presence Report](#)



[Late Comers Report](#)



[Absence Report](#)



[Saved Hours Report](#)

- Wizards Toolbar: Contains various icons to access the wizards. You can also access these options by going to the **Wizards** menu.



*Wizards Toolbar*

The following are the icons present in the Wizards Toolbar:



[Companies Wizard](#)



[Department Wizard](#)



[Employee Wizard](#)



[Shifts Wizard](#)



[Shift Assignment Wizard](#)



[Exceptions Wizard](#)



[Exception Assignment Wizard](#)



[Settings Wizard](#)

- Employee Hours Toolbar: Contains the options to Add New Punches, Edit, and Delete Punches. You can also [Add Auto Punches](#).



*Employee Hours Toolbar*

The following are the icons present in the Employee Hours Toolbar:



[Add new punches.](#)



[Edit existing punches.](#)



[Delete existing punches.](#)



[Add auto punches.](#)

- Company Structure – Provides options to add, edit, and delete companies, departments and employees. These options are enabled only when the company structure is active.



*Company Structure Toolbar*

The following are the icons present in the Company Structure Toolbar:



[Add a new company.](#)



[Edit an existing company.](#)



[Delete an existing company.](#)



[Add a new department.](#)



[Edit an existing department.](#)



[Delete an existing department.](#)



[Add a new employee.](#)



[Edit the details of existing employees.](#)



[Delete an existing employee.](#)

- Shifts Toolbar - Contains the options to add, edit, and delete shifts, and also assign the shifts to the employees.



*Shifts Toolbar*

These icons are present in the Shifts Toolbar:



[Create a new shift.](#)



[Edit an existing shift.](#)



[Delete an existing shift.](#)



[Assign shifts to the employees.](#)

- Exceptions Toolbar – Provides options to create new exceptions, edit and delete existing exceptions, and assign the exceptions to the employees.



*Exceptions Toolbar*

These following icons are available in the Exceptions Toolbar:



[Create a new exception.](#)



[Edit an existing exception.](#)



[Delete an existing exception.](#)





[Assign exceptions to the employees.](#)

### 2.1.3. Company Structure Pane

If the option **View → Company Structure Pane** is selected, the structure of the company you created is displayed in the right pane. You can expand the departments to view the employees.



*The company structure*

To hide this structure, click the **AutoHide**  icon. You will see a tab named Company Structure and the details will be displayed when you move the mouse over the tab. To disable the auto hide feature, click .

### 2.1.4. Understanding the Layout of the Main Form

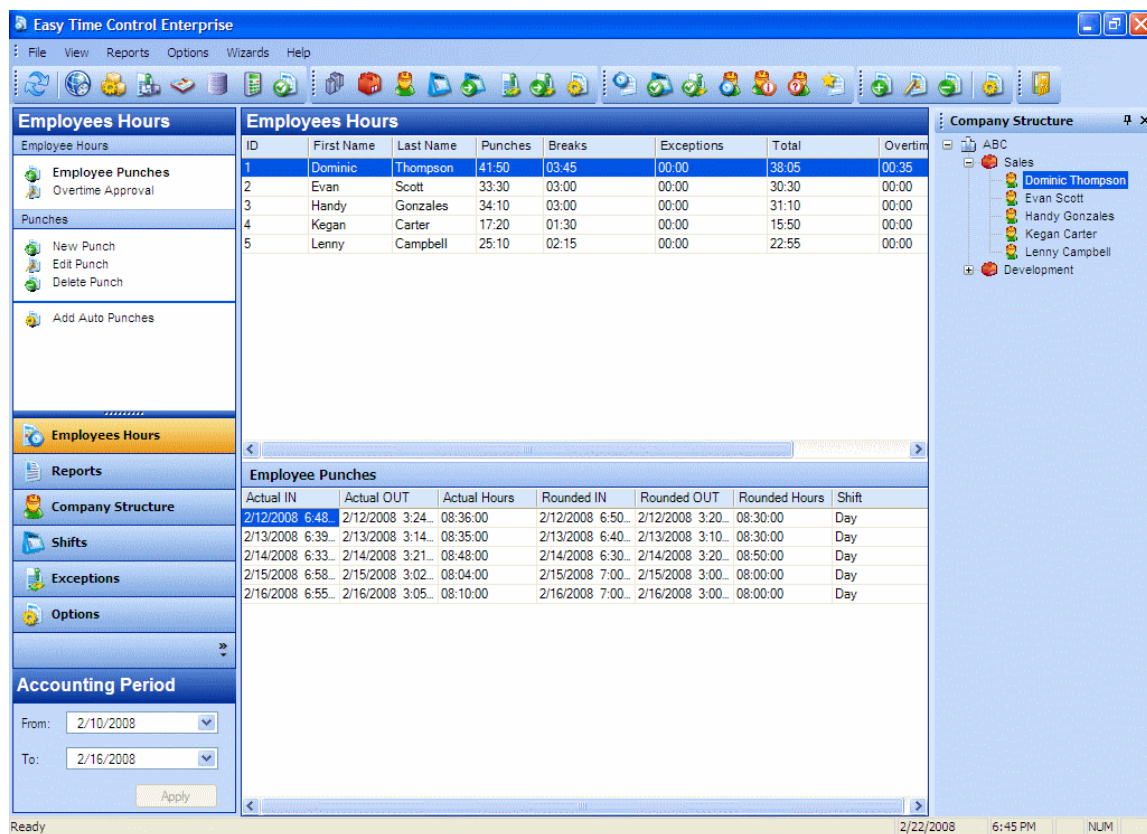
As discussed earlier, the main form is divided into three sections: the left pane containing various options and the accounting period, the center pane where the details are displayed and actions are performed, and the right pane showing the company structure.

The image shows the options on the left pane.


The screenshot displays the 'Employees Hours' main form. The left pane is divided into several sections. At the top, under the 'Employee Hours' header, there are two options: 'Employee Punches' (with a green icon) and 'Overtime Approval' (with a blue icon). Below this is a section titled 'Punches' which contains three options: 'New Punch' (green icon), 'Edit Punch' (blue icon), and 'Delete Punch' (green icon). Further down is an option 'Add Auto Punches' (yellow icon). A horizontal separator line follows. Below the separator is a list of tabs: 'Employees Hours' (highlighted in orange), 'Reports' (blue icon), 'Company Structure' (green icon), 'Shifts' (blue icon), 'Exceptions' (green icon), and 'Options' (yellow icon). A right-pointing arrow is visible next to the 'Options' tab. At the bottom of the left pane is the 'Accounting Period' section, which includes two date pickers: 'From:' with the date '1/14/2008' and 'To:' with the date '1/27/2008'. An 'Apply' button is located at the bottom right of the 'Accounting Period' section.

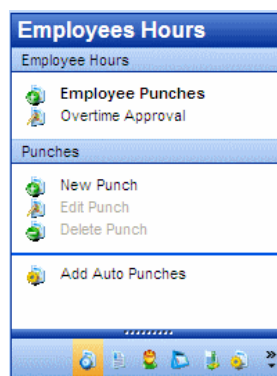
When you click each tab, the options of the active tab are displayed and the center pane also changes accordingly. For instance, when you click Company Structure the details of the employees are displayed in the center pane.





Main form showing company structure

In the left pane, click the **Configure buttons**  icon and click **Show Fewer buttons**. Only a few tabs will be available and the remaining tabs will be displayed as icons. Click the **Configure buttons** icon again and choose **Show More buttons** to display the tabs.



Left pane showing fewer buttons





## **Module 3**

### **Setting up Options**

In Module 1, you learned to use the [Setup Wizard](#) to create the company information. In the forthcoming modules, you will learn to setup the company information using the main form available. This module explains the steps to set the various options.


### 3.1. Options

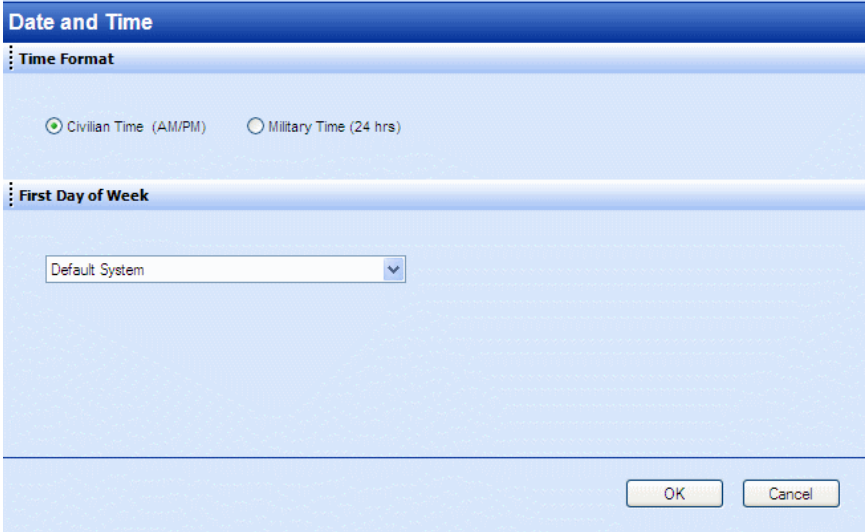
This section explains the steps to set up various options in Easy Time Control. To

access the options, click the **Options**  tab from the left pane. If the tab is not visible, click the **Options**  icon. The various options available are:

- Date and Time
- Time Clock
- General Restrictions
- Accounting Period
- Database
- Time Calculation
- Preferences

#### 3.1.1. Date and Time

This option is for setting the time format and defining the first day of the working week. Click  **Date and Time** from the left pane or follow the menu path **Options** → **Date and Time**. The changes can be made in the center pane.




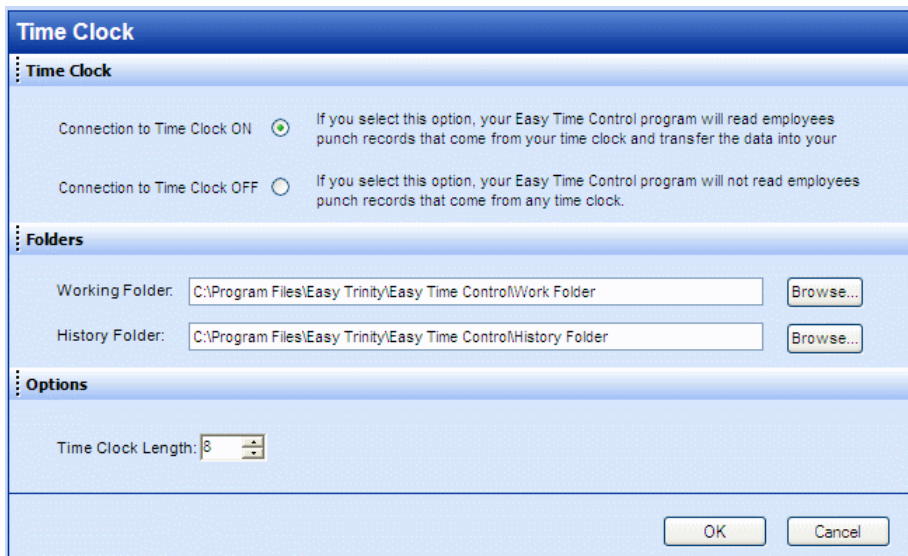
*Date and Time option*

There are two time formats available: **Civilian Time (AM/PM)** and **Military Time (24 hrs)**. The default format is the civilian time. Select the required option.

Choose a day from the **First Day of Week** dropdown list. You can also set the first day of the week to be the default system. After setting the time format and first day of the week, click **OK**.

### 3.1.2. Time Clock

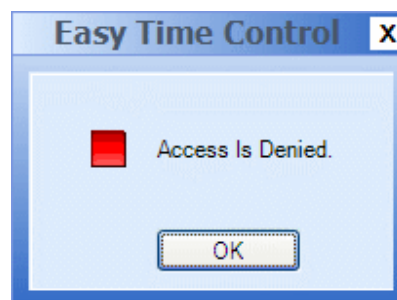
Click  **Time Clock** from the left pane or follow the path **Options** → **Time Clock**.



*Time clock*

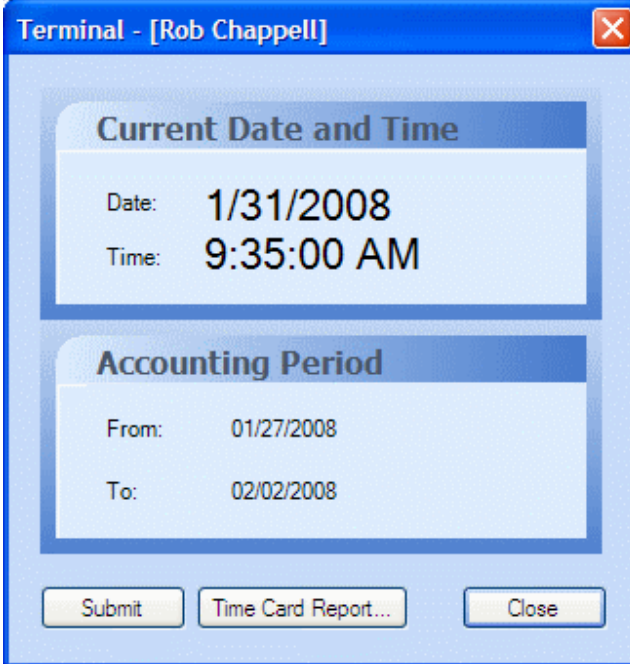
You can switch on or off the connection to the physical time clock device.

- If the connection to the time clock is on, Easy Time Control reads the punch records of employees that come from the time clock and transfers the details. In other words, the employees use a physical time clock to punch in and out. If this option is on:
  - Simple users of your company having a user name and password will get the following screen while logging in.



*Access denied to simple users when the time clock connection is on*

- Supervisors will be able to login and access the application in normal mode.
- If the connection to the time clock is off, the employees can use the application to punch records. If this option is off:
  - Simple users can use Easy Time Control to punch in and out. When they login, the following screen is displayed.



The screenshot shows a window titled "Terminal - [Rob Chappell]" with a standard Windows-style title bar (blue with a red close button). The window has a light blue background. It contains two main sections, each with a blue header bar. The first section, "Current Date and Time", displays "Date: 1/31/2008" and "Time: 9:35:00 AM". The second section, "Accounting Period", displays "From: 01/27/2008" and "To: 02/02/2008". At the bottom of the window, there are three buttons: "Submit", "Time Card Report...", and "Close".

*Screen for simple users*

They can record the time by click **Submit**. They can also print their Time Card report. The [Time Card](#) report displays the following:

- Break Hours
  - Exception Hours
  - Actual and Paid Hours
  - Overtime Hours
- Supervisors can record their time using the Easy Time Control application itself, using the [New Punch](#) option.

Easy Time Control requires two folders if a physical time clock is used: **Work Folder** and **History Folder**. By default, these folders are located within the installation directory. To change the default folders, click the respective **Browse** button, look for the folder, and click **OK**. If you want to create a new work or history folder, click the **Make New Folder** button.



*Browsing for a folder*


The time clock devices have a standard number of digits allowed in the IDs. The default value for the **Maximum number of digits allowed to be used for IDs in your time clock device** is 8.

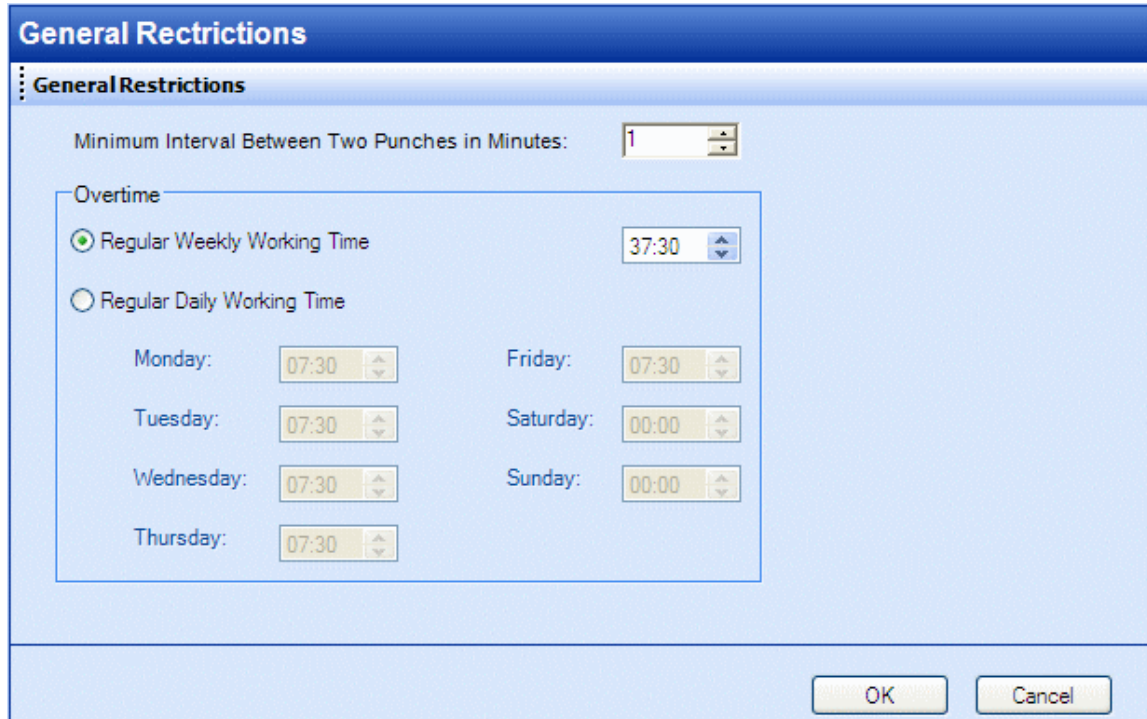
**Note:** The **Folders** and **Options** sections will be disabled if the option **Connection to Time Clock OFF** is selected.

Click **OK** after making all changes.

### 3.1.3. General Restrictions

Under General Restrictions, you can define the working hours. Click

 **General Restrictions** from the left pane or follow the path **Options → General Restrictions**.



The image shows a screenshot of the 'General Restrictions' dialog box. The title bar is blue with the text 'General Restrictions'. Below the title bar, there is a section header 'General Restrictions' with a small icon to its left. The main area of the dialog box is light blue. At the top, there is a label 'Minimum Interval Between Two Punches in Minutes:' followed by a spinner box containing the number '1'. Below this, there is a section titled 'Overtime' with a blue border. Inside this section, there are two radio buttons: 'Regular Weekly Working Time' (which is selected) and 'Regular Daily Working Time'. To the right of the 'Regular Weekly Working Time' radio button is a spinner box containing '37:30'. Below the radio buttons, there are seven time input fields arranged in two columns. The left column contains 'Monday:', 'Tuesday:', 'Wednesday:', and 'Thursday:'. The right column contains 'Friday:', 'Saturday:', and 'Sunday:'. Each label is followed by a spinner box. The values in the spinner boxes are: Monday: 07:30, Tuesday: 07:30, Wednesday: 07:30, Thursday: 07:30, Friday: 07:30, Saturday: 00:00, and Sunday: 00:00. At the bottom right of the dialog box, there are two buttons: 'OK' and 'Cancel'.


#### *Setting General Restrictions*

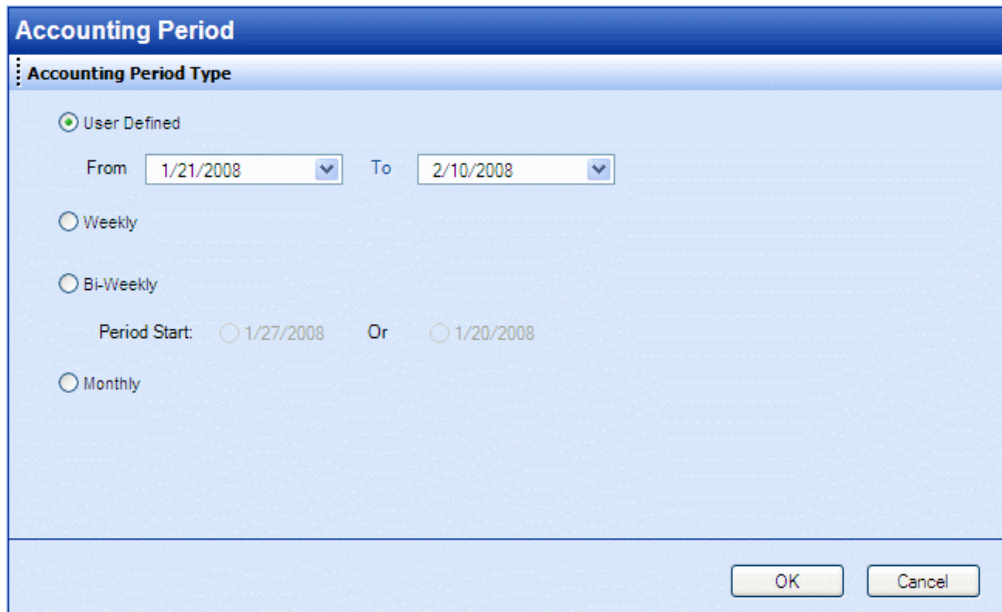
Easy Time Control allows you to define the minimum interval between two punches. You can calculate overtime either based on weekly overtime or daily overtime. After making changes, click **OK**.



### 3.1.4. Accounting Period

This option allows you to define the accounting period for payroll calculations. Click

 **Accounting Period** from the left pane or go to **Options → Accounting Period**.



The dialog box is titled "Accounting Period" and has a section "Accounting Period Type". It contains four radio button options: "User Defined", "Weekly", "Bi-Weekly", and "Monthly". The "User Defined" option is selected. Below it, there are two date pickers labeled "From" and "To". The "From" date is "1/21/2008" and the "To" date is "2/10/2008". Below these, there are two radio button options for "Period Start": "1/27/2008" and "1/20/2008", separated by the word "Or". The "Monthly" option is also present. At the bottom right, there are "OK" and "Cancel" buttons.

*Accounting Period*

There are four accounting period types available:


- User Defined – Allows you to customize the period. Select the option and specify the **From** and **To** dates.
- Weekly – Considers weekly accounting period.
- Bi-Weekly – Considers bi-weekly accounting period. Select the option and specify the starting date.
- Monthly – Considers monthly accounting period.

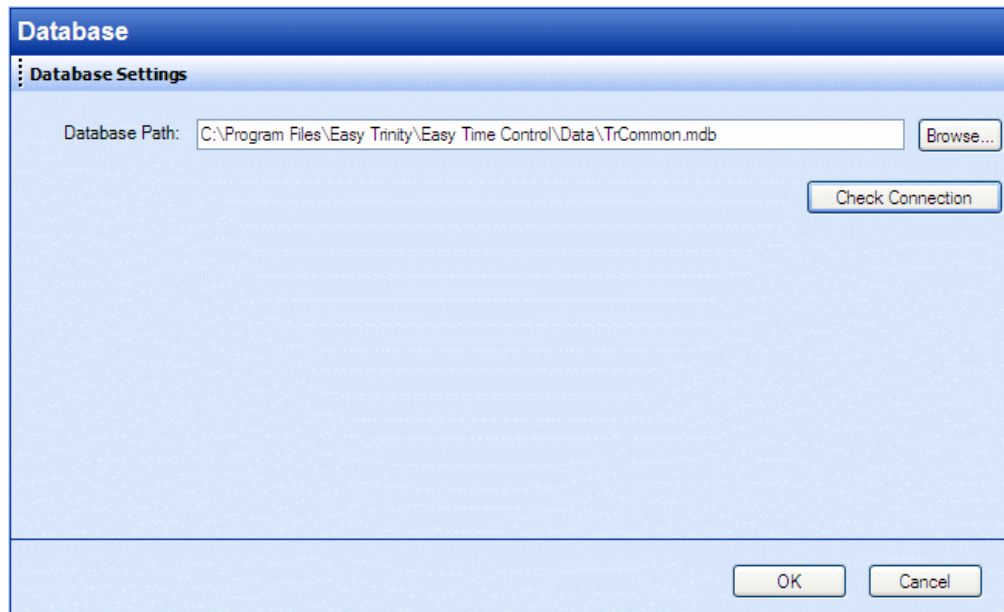
After setting the accounting period, click **OK**.

The Weekly and Bi-Weekly periods start from the First Day of Week that you defined in the [Date and Time](#) section.

### 3.1.5. Database

The details such as punch records, shifts, shift assignments, and so on are stored in a database. This option allows you to define the location of the database. Click

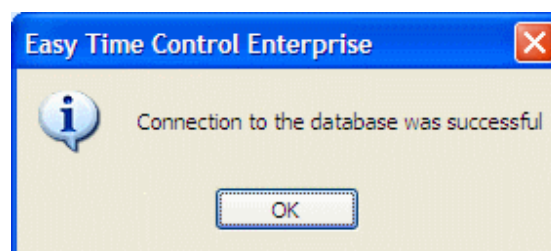
 **Database** from the left pane or go to **Options → Database**.



*Database settings*


By default, the database is located in the installation folder. In the center pane, click **Browse**, locate the database, and click **Open**. After specifying the location, click **OK**.

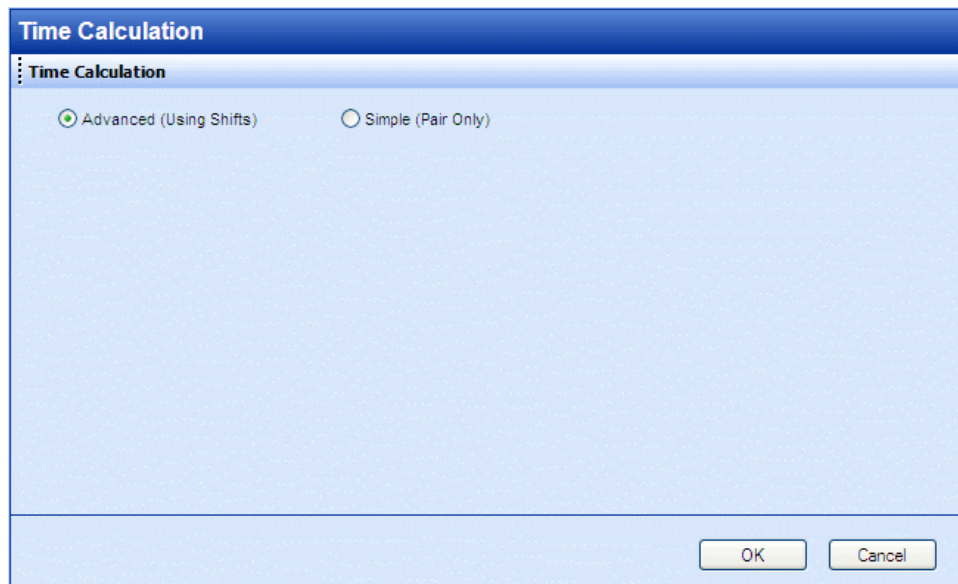
To check the connection to the database, click **Check Connection**. If the connection is correct, a message popup is displayed.



*Message popup*

### 3.1.6. Time Calculation

To access the time calculation, click  **Time Calculation** or follow the path **Options** → **Time Calculation**.



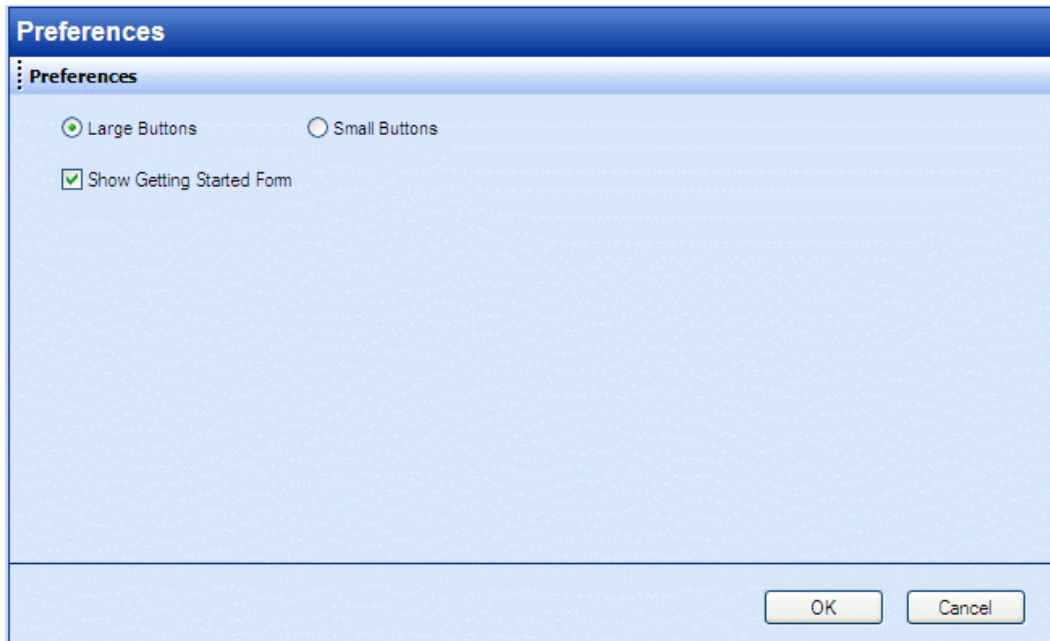
*Time Calculation*

Two types of time calculations are available. If Time Calculation is set to **Advanced (Using Shifts)** then the rounding rules be applied to the round punch time within the intervals defined in Shifts Wizard under [Rounding Rules](#) section or in the Shifts – [New Shift/Edit Shift](#) section of the program, provided employees have to be assigned to this shift. If the option is set to **Simple (Punch Pair Only)**, the next punch will be considered as the time out. In this case all punches will be shown at actual punch time (without considering any rounding rules). Click **OK** after selecting the required time calculation.

### 3.1.7. Preferences

This section allows you to choose between small and large buttons. Click

 **Preferences** or go to **Options → Preferences**.



#### *Setting Preferences*

You have to the option of displaying large or small buttons. To skip the [Getting Started](#) dialog, which is displayed while launching the Easy Time Control application, de-select the option **Show Getting Started Form**. Click **OK** after making changes.

## **Module 4**

# **Managing Company Structure**

After setting the options the next step is to setup the company structure. This module explains the procedure to create the company structure, without using the Wizard.

Click the **Company Structure** tab from the left pane. If the tab is not visible, click the

**Company Structure**  icon.

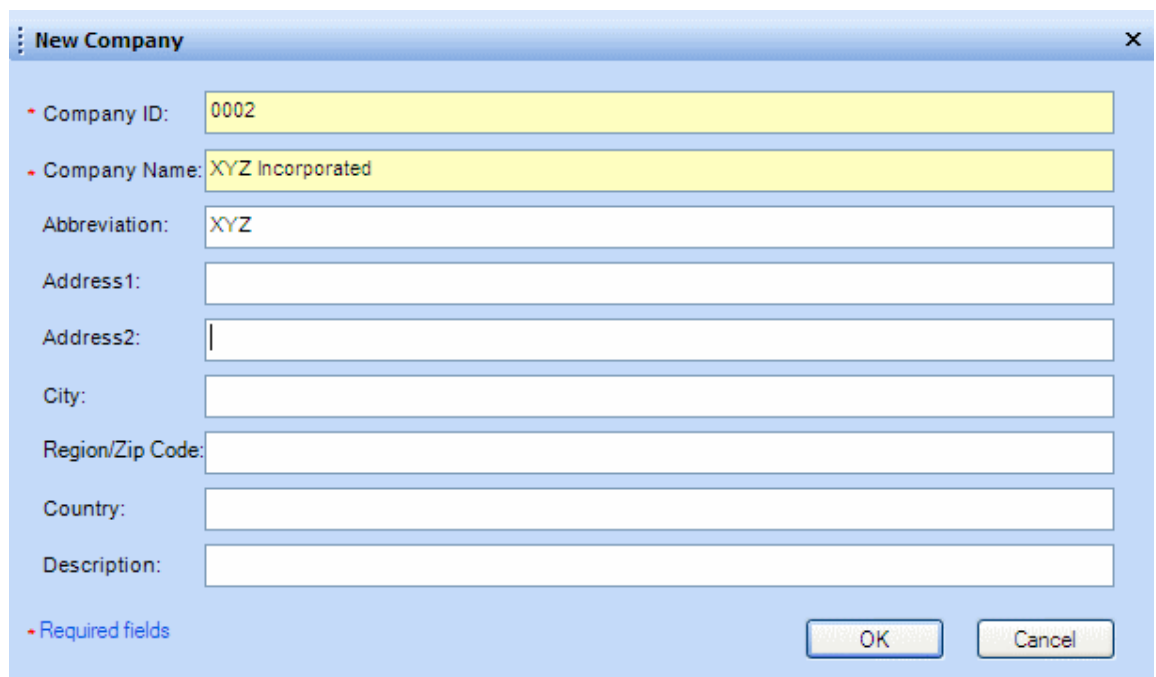
## 4.1. Manage Company

There are options to add a new company, edit the details of the existing company, and delete the company.

### 4.1.1. Adding a Company

Follow these steps to add a new company:

- Click  **New Company**.



*Form to enter details of new company*

- Provide the **Company ID**. This should be a numeric value and be unique. A default value will be displayed, which can be changed. This is a mandatory field.
- Enter the **Company Name**. This is also mandatory.
- Mention an **Abbreviation**.
- Specify the address details.


9. Provide a **Description**.

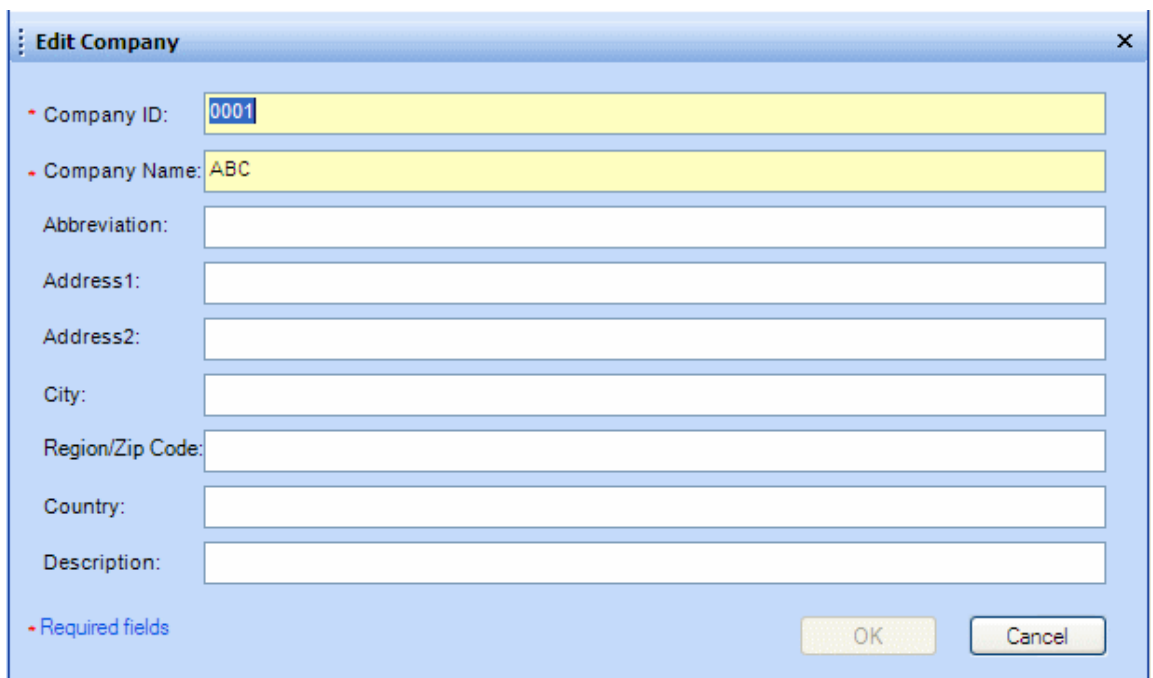
10. Click **OK**.

**Note:** The **OK** button will be enabled, only when the mandatory fields, denoted by asterisk (\*) are filled in.

#### 4.1.2. Editing a Company

To edit the details of the company:

1. Choose a company from the Company Structure on the right pane.
2. Click  **Edit Company**. The details of the company will be loaded in the form.




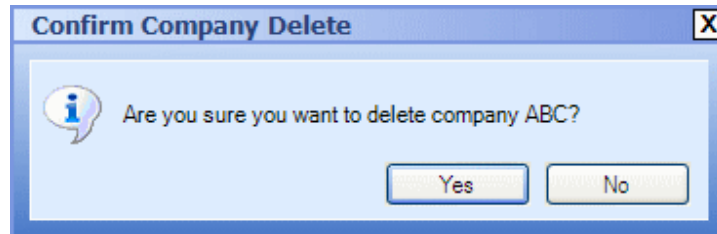
*Editing details of the company*

3. Make the necessary changes.
4. Click **OK**.

### 4.1.3. Deleting a Company

To delete a company:

1. Choose a company from the Company Structure on the right pane.
2. Click  **Delete Company**. The company will be deleted on confirmation.




*Confirmation for deleting the company*

## 4.2. Manage Department

You can add a new department to a company or edit and delete the existing department details.

### 4.2.1. Adding a Department

To add a new department:

- Choose a company from the Company Structure on the right pane. The new department will be added to this company.
- Click  **New Department** from the left pane.




*Adding a new department*

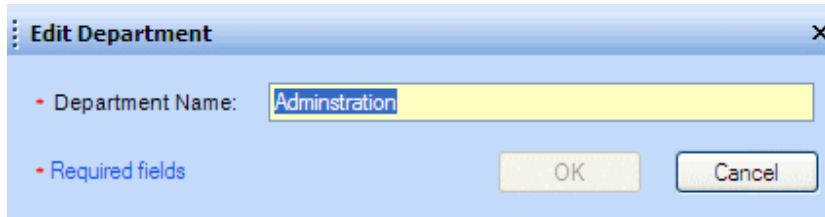
- Enter the **Department Name**. The department name should be unique.
- Click **OK**. The new department will be added to the company. Notice the Company Structure displayed in the right pane.



### 4.2.2. Editing a Department

To edit the name of an existing department:

- Select the **Company** from the Company Structure on the right pane.
- From Company Structure tree, click the department that has to be edited.
- Click  **Edit Department** from the left pane. The name of the department is loaded in the form.


A screenshot of the 'Edit Department' dialog box. The title bar is blue with the text 'Edit Department' and a close button (X). The main area is white. It contains a label 'Department Name:' followed by a text input field containing the word 'Administration'. Below this, there is a label 'Required fields' with a red asterisk. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

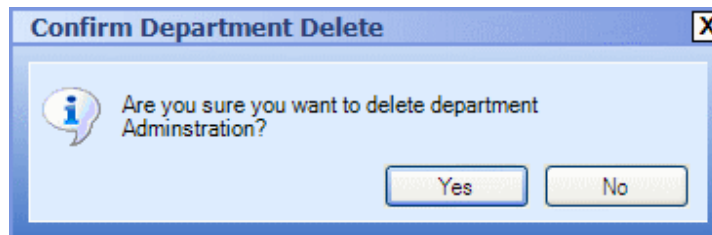
*Editing an existing department*

- Modify the **Department Name**.
- Click **OK**.

### 4.2.3. Deleting a Department

To delete an existing department:

- Choose a company from the Company Structure on the right pane.
- From Company Structure tree, click the department that has to be deleted.
- Click  **Delete Department** from the left pane. The department will be deleted on confirmation.

A screenshot of the 'Confirm Department Delete' dialog box. The title bar is blue with the text 'Confirm Department Delete' and a close button (X). The main area is white. It contains an information icon (i) in a speech bubble, followed by the text 'Are you sure you want to delete department Administration?'. At the bottom right, there are two buttons: 'Yes' and 'No'.



*Confirmation for deleting a department*

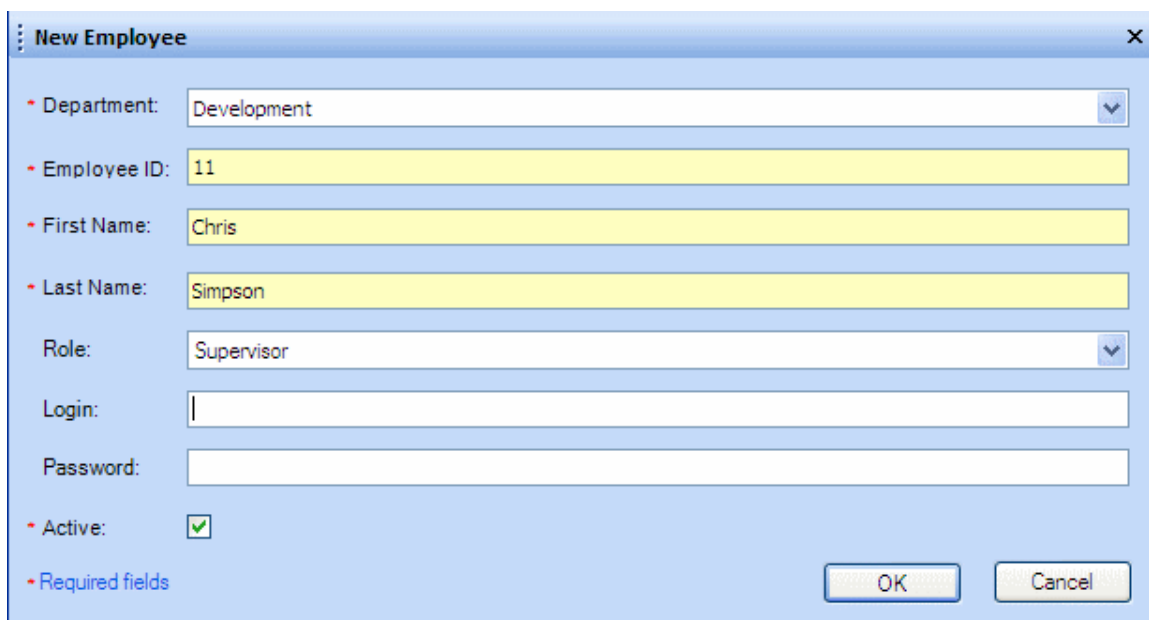
### 4.3. Manage Employee

You can manage the list of employees in various departments.

#### 4.3.1. Adding New Employees

To add a new employee:

- Choose a company from the Company Structure on the right pane.
- Click  **New Employee** from the left pane or the **New Employee**  icon from the Company Structure toolbar.





*Adding a new employee*

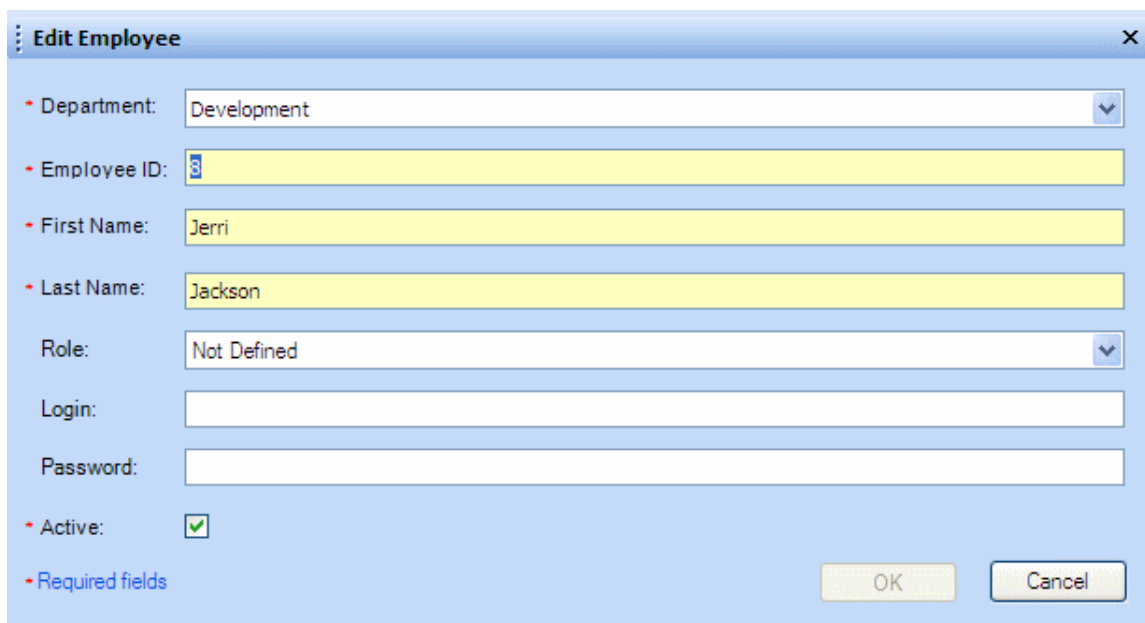
- Choose a **Department**.
- Enter the **Employee ID**. This should be a numeric value and be unique. A default value will be displayed, which can be changed.
- Mention the **First Name** and **Last Name**.
- Choose the **Role** of the employee. You can assign two different roles to the employees: Supervisor and Simple User. You should assign the role of supervisor at least to one employee initially. You can also omit assigning roles.
- Provide a **User Name** and **Password**.
- Specify whether the employee is **Active**.

- Click **OK**. The **OK** button will be enabled, only when the mandatory fields, denoted by asterisk (\*) are filled in.

### 4.3.2. Editing Existing Employees

To edit the employee details:

- Choose a company from the Company Structure on the right pane.
- Select the employee from the list.
- Click  **Edit Employee** from the left pane or the **Edit Employee**  icon from the Company Structure toolbar.





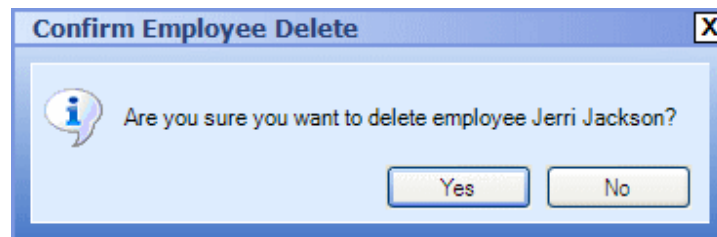
*Editing details of existing employee*

- Modify the details.
- Click **OK** to save the changes. The details will be updated in the list. The **OK** button will be enabled only when the mandatory fields, denoted by asterisk (\*), are filled in.

### 4.3.3. Deleting Employees

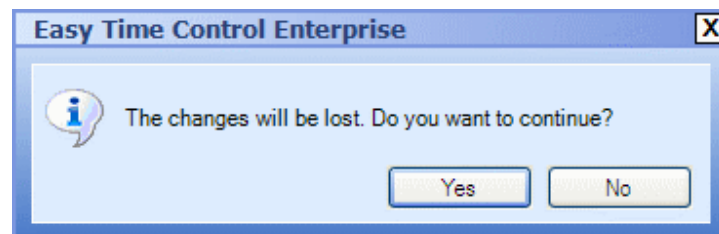
To delete an employee:

- Choose a company from the Company Structure on the right pane.
- Select the employee from the list.
- Click  **Delete Employee** from the left pane or the **Delete Employee**  icon from the Company Structure toolbar.
- The employee will be deleted on confirmation.



*Confirmation for deleting an employee*

**Note:** If you make changes to any form, and without saving the details if you try to access any other form, a dialog box will be displayed.



*Information dialog*

Click **Yes** if you want to continue. Note that the changes will not be saved. Click **No** to go back to the form and save the changes.



## **Module 5**

# **Managing Shifts and Exceptions**

In [Module 4](#) you created the company structure, by defining companies, adding departments, and assigning employees to the departments. In this Module, you will define shifts and exceptions and assign them to the employees.



## 5.1. Shifts

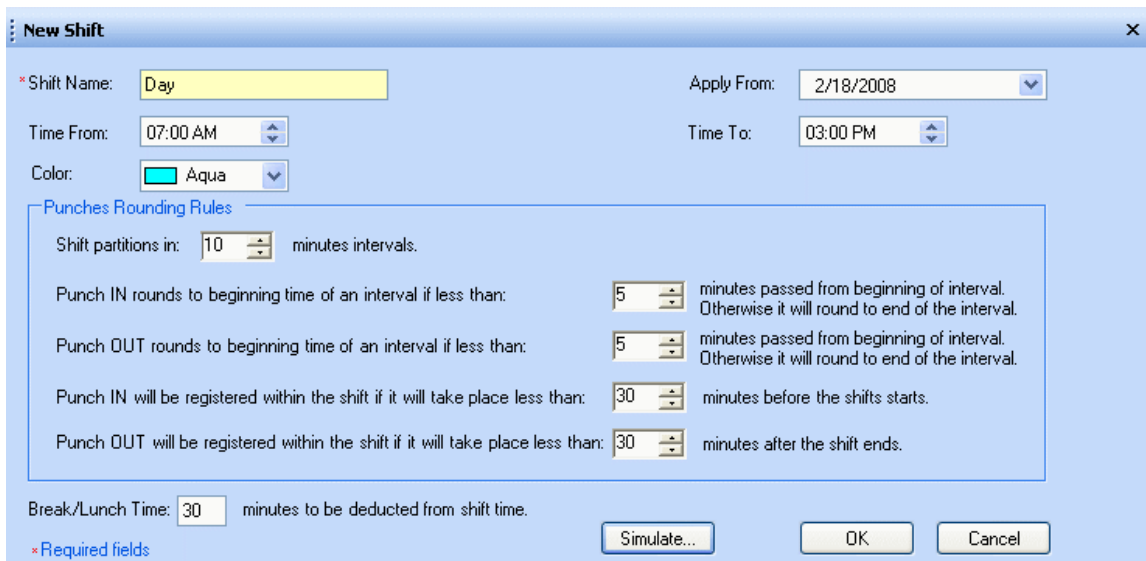
You can add new shifts, edit, or delete existing shifts. To access these options, click

the **Shifts**  tab from the left pane. If the tab is not visible, click the **Shifts**  icon.

### 5.1.1. Adding Shifts

To add a new shift:

- Choose the **Company** for which you want to define the shift.
- Click  **New Shift** from the left pane or the **New Shift**  icon from Shifts toolbar.



**New Shift**

\* Shift Name:  Apply From:

Time From:  Time To:

Color:

**Punches Rounding Rules**

Shift partitions in:  minutes intervals.

Punch IN rounds to beginning time of an interval if less than:  minutes passed from beginning of interval. Otherwise it will round to end of the interval.

Punch OUT rounds to beginning time of an interval if less than:  minutes passed from beginning of interval. Otherwise it will round to end of the interval.

Punch IN will be registered within the shift if it will take place less than:  minutes before the shifts starts.

Punch OUT will be registered within the shift if it will take place less than:  minutes after the shift ends.

Break/Lunch Time:  minutes to be deducted from shift time.

\* Required fields

*Adding new shifts*

- Provide the **Shift Name**.

- Specify the date from which the shift is applicable. By default, the current date will be displayed, which can be changed.
- Choose the shift timings.
- Select the **Color** for the shift details.
- Set the **Punches Rounding Rules**.
  - The shifts can be divided into intervals. Set the interval by selecting the number of minutes in the **Shift partitions in:** dropdown list.
  - Choose the options for rounding the Punch INs and Punch OUTs.  
For instance, consider that the shift interval is set to 10 minutes, the Punch IN and Punch OUT round options are set to 5 minutes each.

**Scenario 1**

Consider that for a shift beginning at 10:00 AM, an employee punches IN at 10:03 AM. Here the Actual Punch IN will be 10:03 AM and the Rounded Punch IN will be 10:00 AM.

**Scenario 2**


Now if another employee punches IN at 10:07 AM for the same shift, the Actual Punch IN will be 10:07 AM, whereas the Rounded Punch IN will be 10:10 AM, which is the end of the interval.

- Choose the options for indicating the grace the Punch IN and Punch OUT timings. These options are used to indicate overtime. If the values are set to 0 minutes, it indicates that overtime will not be considered.  
For instance consider that the grace Punch IN time is set to 30 minutes.

**Scenario 1**

If an employee punches in at 6:32 AM for a shift beginning at 7:00 AM, the Actual IN time will be 6:32 AM and the Rounded IN time will be 6:30 AM. The grace time will be considered for overtime.

**Scenario 2**

If an employee punches in at 6:26 AM for a shift beginning at 7:00 AM, the grace time will not be considered for overtime. In addition, the icon  will be displayed in the [Status](#) column indicating a problem with the Punch IN.

**Scenario 2**


Now if another employee punches IN at 7:07 AM for the same shift, the Actual Punch IN will be 7:07 AM, whereas the Rounded Punch IN will be 7:10 AM, which is the end of the interval.

- Choose the options for indicating the grace period for the Punch IN and Punch OUT timings. These options are used to allow an employee to punch before the beginning of the shift or after the end of the shift, and still be considered as punched within the shift timings. The grace time will be considered as overtime. If the grace period values are set to 0 minutes, it indicates that every punch IN before the beginning of the shift and the grace period will not be included in the shift timings. This also applies to any punch OUT that occurs after the end of the shift. For instance consider that the grace Punch IN time is set to 30 minutes.

**Scenario 1**

If an employee punches IN at 6:32 AM for a shift beginning at 7:00 AM, the Actual IN time will be 6:32 AM and the Rounded IN time will be 6:30 AM. The grace time will be considered for overtime.

**Scenario 2**


If an employee punches in at 6:26 AM for a shift beginning at 7:00 AM, the punch will not be considered as recorded within the shift and the grace time will not be considered for overtime. In addition, the icon  will be displayed in the [Status](#) column indicating a problem with the punch IN.

For instance consider that the grace Punch OUT time is set to 30 minutes.

**Scenario 1**

If an employee punches in at 3:23 PM for a shift ending at 3:00 PM, the Actual OUT time will be 3:23 PM and the Rounded IN time will be 3:20 PM. The grace time will be considered for overtime.

**Scenario 2**

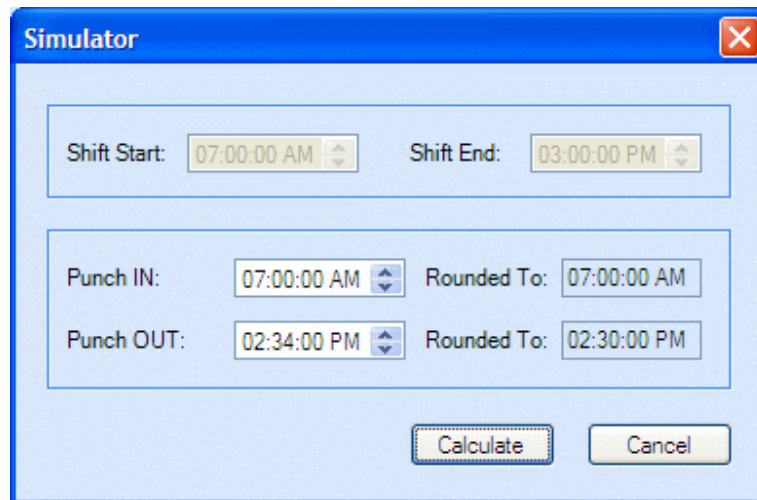
If an employee punches out at 3:31 PM for a shift ending at 3:00 PM, the grace time will not be considered for overtime. In addition, the icon  will be displayed in the Status column indicating a problem with the Punch OUT.



Mention the **Break/Lunch Time** that has to be deducted from the shift time.

- Click **OK** to save the shift details.

To simulate the various punch IN and punch OUT timings, click **Simulate**. Enter the **Punch IN** and **Punch OUT** timings and click **Calculate** to see how the timings are rounded off based on the **Punches Rounding Rules** you had set.





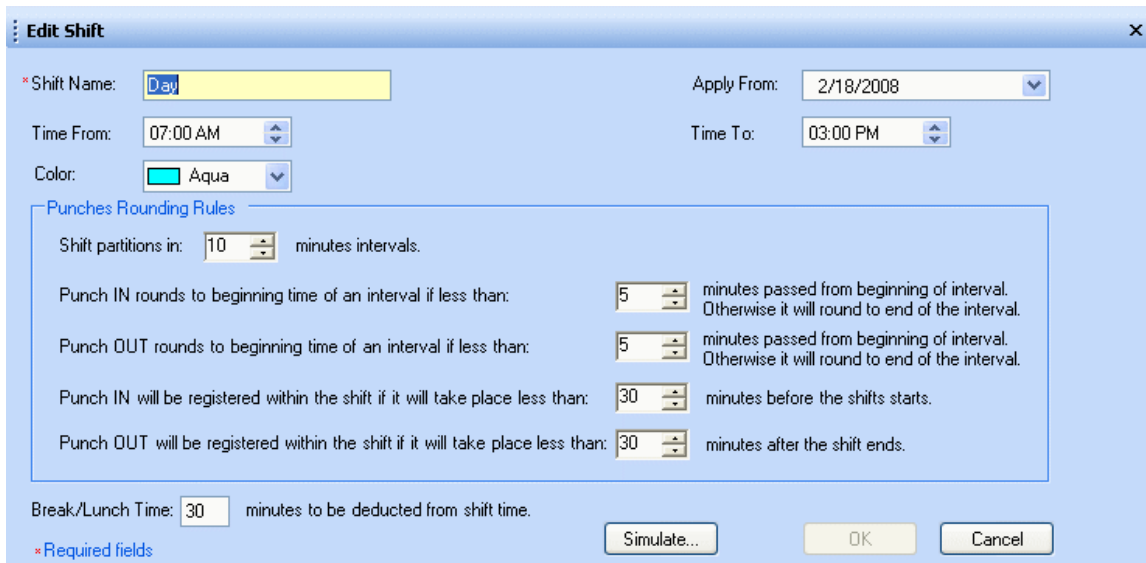
The image shows a software window titled "Simulator" with a blue header bar and a red close button. Inside the window, there are two main sections. The top section contains "Shift Start:" with a time picker set to "07:00:00 AM" and "Shift End:" with a time picker set to "03:00:00 PM". The bottom section contains "Punch IN:" with a time picker set to "07:00:00 AM" and "Rounded To:" with a time picker set to "07:00:00 AM". Below that, "Punch OUT:" has a time picker set to "02:34:00 PM" and "Rounded To:" has a time picker set to "02:30:00 PM". At the bottom right of the window are two buttons: "Calculate" and "Cancel".

*Simulating punches*

### 5.1.2. Editing Shift Details

To edit a shift:

- Choose a company from the Company Structure on the right pane.
- Select a shift from the list.
- Click  **Edit Shift** from the left pane or the **Edit Shift**  icon from Shifts toolbar.





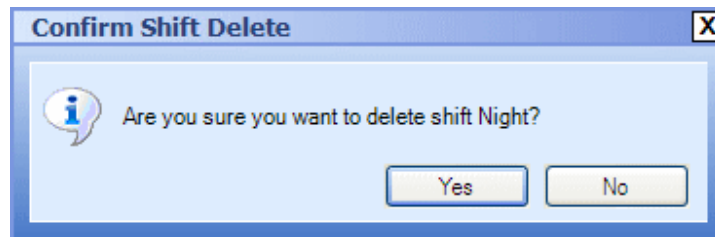
#### *Editing shifts*

- The details of the shift will be loaded in the form. Make necessary changes.
- Click **OK**. This button will be enabled only if you make changes to the form.

### 5.1.3. Deleting Shifts

To delete a shift:

- Select a shift from the list.
- Click  **Delete Shift** from the left pane or the **Delete Shift**  icon from Shifts toolbar.



*Confirmation for deleting a shift*

- The shift will be deleted on confirmation.



In the left pane, select the option **Show Shift History** to view the history details of a particular shift.

To display the inactive shifts, select the option **Show Inactive Shifts**.

## 5.2. Shift Assignments

The next task after defining the shifts is to assign it to employees.

To assign shifts to the employees:

- Choose a company from the Company Structure on the right pane.
- Select an employee from the list.
- Click  **Shift Assignments** from the left pane or **Assign Employee to Shift**  icon from the Shifts toolbar.

**Note:** The icons in the Shifts toolbar will be disabled when you are in the Shift Assignment page.

*Assigning shifts to employees*

- For each day assign a shift to the employee. You cannot assign two shifts to an employee on the same day. When you assign shifts, the calendar will be marked in the color chosen for the shift.
- Click a date and drag the dates to assign a shift to multiple days on the calendar control.
- Choose the **Auto Punches** options. In case of missing punches, this option automatically assigns punches to the shift start time, shift end time, or both. This option reduces the workload on the supervisors as they do not have to assign missing punches manually. If the employee shift is set to IN, OUT, or IN/OUT, then the [Add Auto Punch](#) feature can be applied to employees during shift assignment process. If you choose:
  - In – The **Add Auto Punch** option will add missing IN punches
  - Out – The **Add Auto Punch** option will add missing OUT punches
  - In/Out – The **Add Auto Punch** option will add both missing IN and OUT punches.

**Note:** The Auto Punches setting will be applied to missing punch records after this option is set; however, this feature cannot be applied to the history records.

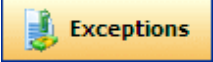

- Click **Apply**.

To delete the existing assignments for an employee, select the employee, and enable the option **Delete Existing Assignments**.

### 5.3. Exceptions



There are instances where there could be exceptions to the general shift hours. The Exception Rules indicate when the employees should be paid for a set number of hours even though it was their day off, holiday, or they did not work the full shift on those days. You can create many exception rules, using different color indication. The program will automatically recalculate the working hours considering the rules applied. You can apply the rules using Exception Assignment functionality.

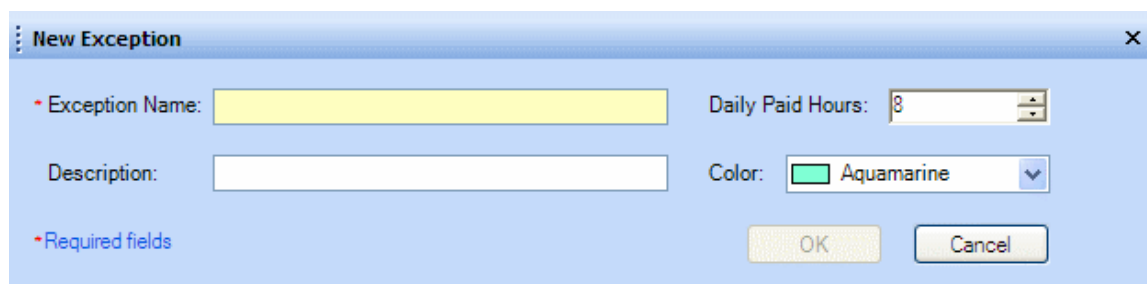
This section explains the steps to create exceptions, edit, and delete exceptions. You will also learn to assign these exceptions to employees.

To access the options, click the **Exceptions**  tab from the left pane. If the tab is not visible, click the **Exceptions**  icon.

#### 5.3.1. Creating Exceptions

To create an exception:

- Choose a company from the Company Structure on the right pane.
- Click  **New Exception** from the left pane or the **New Exception**  icon from the Exceptions toolbar.



The 'New Exception' dialog box is shown with a blue header and a close button (X) in the top right corner. It contains the following fields and controls:

- Exception Name:** A text input field with a yellow background.
- Daily Paid Hours:** A numeric input field with a spinner, showing the value '8'.
- Description:** A text input field.
- Color:** A dropdown menu showing 'Aquamarine' with a color swatch.
- Required fields:** A red asterisk icon followed by the text 'Required fields'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.



*Adding new exceptions*

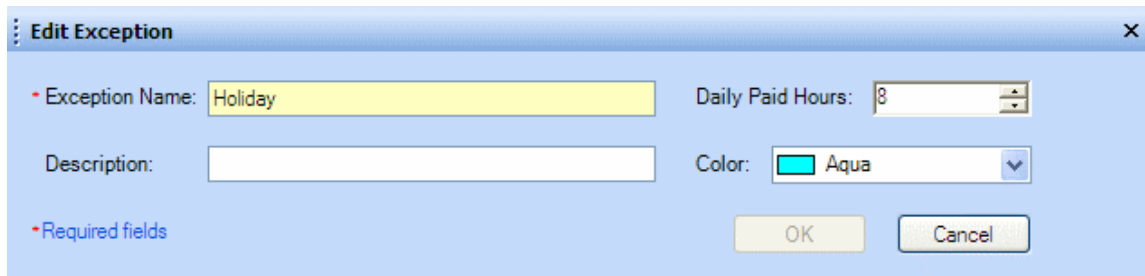
- Enter the **Exception Name**, which is mandatory.
- Provide a **Description**.
- Choose the **Daily Paid Hours** and the **Color**.
- Specify a **Color** to mark the exception.

- Click **OK**. This button will be enabled only when the mandatory fields, denoted by asterisk (\*), are filled in.

### 5.3.2. Editing Exceptions

To edit an existing exception:

- Choose a company from the Company Structure on the right pane.
- Selection the exception that has to be edited.
- Click  **Edit Exception** or the **Edit Exception**  icon from the Exceptions toolbar.





The 'Edit Exception' dialog box has a title bar with a close button. It contains two rows of fields. The first row has 'Exception Name:' with a text box containing 'Holiday' and 'Daily Paid Hours:' with a spinner box set to '8'. The second row has 'Description:' with an empty text box and 'Color:' with a dropdown menu showing 'Aqua'. At the bottom left, there is a red asterisk followed by the text 'Required fields'. At the bottom right, there are 'OK' and 'Cancel' buttons.

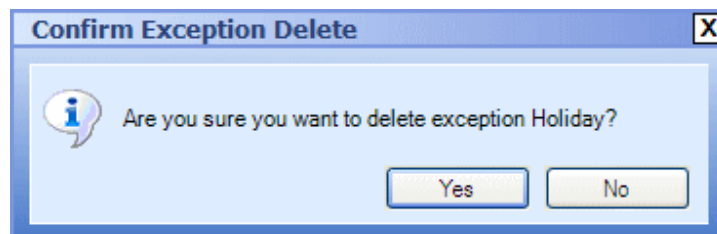
*Editing exceptions*

- Modify the necessary details.
- Click **OK**.

### 5.3.3. Deleting Exceptions

To delete an exception:

- Choose a company from the Company Structure on the right pane.
- Selection the exception that has to be edited.
- Click  **Delete Exception** or the **Delete Exception**  icon from the Exceptions toolbar. The exception will be deleted on confirmation.




The 'Confirm Exception Delete' dialog box has a title bar with a close button. It contains an information icon (a lowercase 'i' in a circle) followed by the text 'Are you sure you want to delete exception Holiday?'. At the bottom, there are 'Yes' and 'No' buttons.

*Confirmation for deleting an exception*

## 5.4. Exception Assignments

After creating the exceptions you can assign them to the employees.

To assign the exceptions to the employees:

- Choose a company from the Company Structure on the right pane.
- Select an employee from the list.
- Click  **Exception Assignments** from the left pane or the **Exception Assignment**



icon from the Exceptions toolbar. The Employees, calendar, and the existing exceptions will be displayed.

**Exception Assignments**

Company:

Employee ID	First Name	Last Name	Department	Select
1	Dominic	Thompson	Sales	<input checked="" type="checkbox"/>
2	Evan	Smith	Sales	<input type="checkbox"/>

**Assignments**

January 2008

February 2008

March 2008

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5					1	2							1	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22
27	28	29	30	31			24	25	26	27	28	29	23	24	25	26	27	28	29	
													30	31	1	2	3	4	5	

Exception	Description	Color
Holiday		Red

Apply Cancel

### Assigning exceptions

- On the calendar, click the dates on which you want to assign exception to the selected employee. The dates will be marked in the color assigned to the exception.

- You can use the drag and drop technique to assign an exception to multiple days on the calendar control.
- Click **Apply**.

To delete any existing exceptions, select the **Delete Existing Exceptions** checkbox present on the left pane.




## **Module 6**

### **Employee Hours**

The Employee Hours option displays the punches, breaks, exceptions, overtime, and so on related to the employees.


Select a company from the Company Structure on the right pane. You can select a Department from the tree structure. The Employee Hours of the employees in this Department are displayed. The details displayed include:

- Punches – The number of hours between the Punch IN and Punch OUT.
- Breaks – The break hours availed by the employee.
- Exceptions – Any exceptions qualified as exceptions assigned to the employee.
- Total hours – The total hours after deducting the breaks from the punch hours.
- Overtime – The extra time put in by the employee.
- Status – The status of the employee. The icon  in the Status column indicates missing punches for the employee. This feature allows the Supervisor to make manual changes by filling the missing punches using the Add Punch or Add Auto Punch feature.

Employees Hours								
ID	First Name	Last Name	Punches	Breaks	Exceptions	Total	Overtime	Status
1	Dominic	Thompson	41:50	03:45	00:00	38:05	00:35	
2	Evan	Scott	33:30	03:00	00:00	30:30	00:00	
3	Handy	Gonzales	34:10	03:00	00:00	31:10	00:00	
4	Kegan	Carter	17:20	01:30	00:00	15:50	00:00	
5	Lenny	Campbell	25:10	02:15	00:00	22:55	00:00	

*Employee Hours*

## 6.1. Employee Punches

Click  **Employee Punches** from the left pane to view the punch details of the selected employee. For each employee the following details are displayed:

- Actual IN – The actual time of punching.
- Actual OUT – The actual time out
- Actual Hours – The actual number of hours.
- Rounded IN – The punch in rounded according to the defined rounding rules.
- Rounded OUT – The punch out rounded according to the defined rounding rules.
- Rounded Hours - The number of hours rounded according to the defined rounding rules.
- Shift – The shift assigned to the employee.

Employees Hours								
ID	First Name	Last Name	Punches	Breaks	Exceptions	Total	Overtime	Status
1	Dominic	Thompson	41:50	03:45	00:00	38:05	00:35	
2	Evan	Scott	33:30	03:00	00:00	30:30	00:00	
3	Handy	Gonzales	34:10	03:00	00:00	31:10	00:00	
4	Kegan	Carter	17:20	01:30	00:00	15:50	00:00	
5	Lenny	Campbell	25:10	02:15	00:00	22:55	00:00	
6	Jean	Williams	34:00	03:00	00:00	31:00	00:00	
7	Jerold	Moore	34:30	03:00	00:00	31:30	00:00	
8	Jerri	Jackson	34:20	03:00	00:00	31:20	00:00	
9	Maddison	Robinson	34:20	03:00	00:00	31:20	00:00	
10	Rob	Wright	34:50	03:00	00:00	31:50	00:00	



  

Employee Punches						
Actual IN	Actual OUT	Actual Hours	Rounded IN	Rounded OUT	Rounded Hours	Shift
2/12/2008 6:48 AM	2/12/2008 3:24 PM	08:36:00	2/12/2008 6:50 AM	2/12/2008 3:20 PM	08:30:00	Day
2/13/2008 6:39 AM	2/13/2008 3:14 PM	08:35:00	2/13/2008 6:40 AM	2/13/2008 3:10 PM	08:30:00	Day
2/14/2008 6:33 AM	2/14/2008 3:21 PM	08:48:00	2/14/2008 6:30 AM	2/14/2008 3:20 PM	08:50:00	Day
2/15/2008 6:58 AM	2/15/2008 3:02 PM	08:04:00	2/15/2008 7:00 AM	2/15/2008 3:00 PM	08:00:00	Day
2/16/2008 6:55 AM	2/16/2008 3:05 PM	08:10:00	2/16/2008 7:00 AM	2/16/2008 3:00 PM	08:00:00	Day

Employee Punches

### 6.1.1. Adding Punches

If the [Connection to Time Clock is off](#), supervisors can record their time by adding punches. This also applies in cases where the Connection to Time Clock is ON and there are missing punches. To add a new punch:

- Click  **New Punch** from the left pane or the **New Punch**  icon from the Employee Hours toolbar.



The dialog box titled "New Punch" has a close button (X) in the top right corner. It contains two input fields: "Date" with a dropdown arrow and "Time (hh:mm:ss)" with a dropdown arrow. The "Date" field is currently set to "1/31/2008" and the "Time" field is set to "10:50:05 AM". There are two buttons on the right: "OK" and "Cancel".

Adding new punch

- The current **Date** and **Time** are displayed. If necessary, change the date and time.
- Click **OK**. This date and time will be reflected in the Actual IN column.



The Punch OUT is calculated as follows:

- If [Time Calculation](#) is set to **Advanced (Using Shifts)** then the punches have to be in intervals: [Shift Start – Grace Period In] to [Shift End + Grace Period Out] and employee has to be assigned to this shift.

- If [Time Calculation](#) option is set to **Simple (Punch Pair Only)** then the next punch placed will be reflected in Actual OUT column.

### 6.1.2. Editing Punches

To edit a punch:

- Select the punch from the Employee Punches list.
- Click  **Edit Punch** from the left pane or the **Edit Punch**  icon from the Employee Hours toolbar. You can also double click a punch record from the Employee Punches grid to edit the record.



The 'Edit Punch' dialog box has a title bar with 'Edit Punch' and a close button. It contains two input fields: 'Date' with a dropdown menu showing '1/17/2008' and 'Time (hh:mm:ss)' with a dropdown menu showing '06:59:00 AM'. To the right of these fields are 'OK' and 'Cancel' buttons.

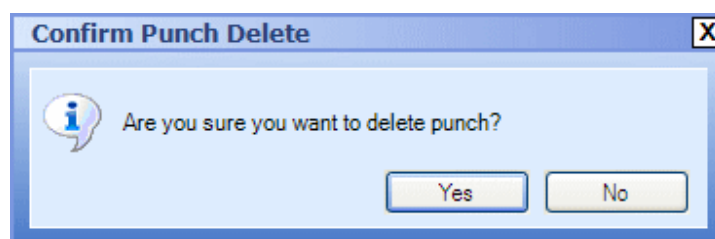
*Editing punches*

- Modify the punch details.
- Click **OK**. The changes will be reflected in the list.

### 6.1.3. Deleting Punches

To delete a punch:

- Select the punch from the Employee Punches list.
- Click  **Delete Punch** from the left pane or the **Delete Punch**  icon from the Employee Hours toolbar. The punch will be deleted after confirmation.



The 'Confirm Punch Delete' dialog box has a title bar with 'Confirm Punch Delete' and a close button. It contains an information icon and the text 'Are you sure you want to delete punch?'. At the bottom are 'Yes' and 'No' buttons.

*Deleting punches*

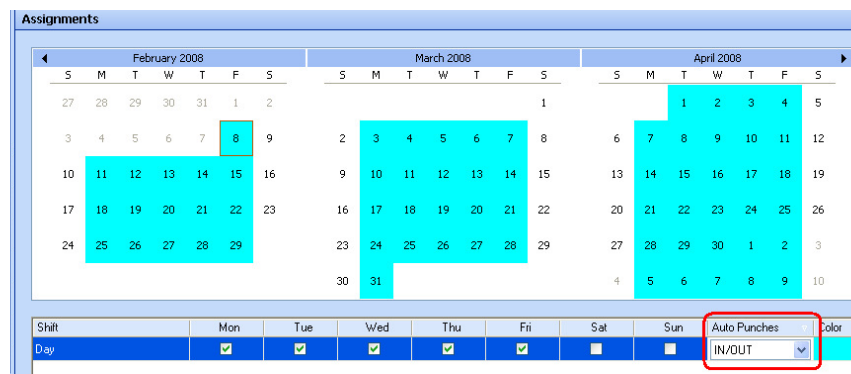
### 6.1.4. Adding Auto Punches

If a punch is missing for an employee, then the Supervisor can activate the Add Auto Punches option.

To Add Auto Punches:

- Click  **Add Auto Punches** from the left pane or the **Add Auto Punch**  icon from the Employee Hours toolbar. The Add Auto Punch function adds Actual IN = Shift Start or/and Actual OUT = Shift End based on Auto Punch settings to all employees with missing punches for current payroll period.

**Note:** Auto Punches can be added only within the selected payroll period, between the date on which the Auto Punches option was set for a particular employee during the [Shift Assignments](#) procedure and the current date.




*Setting Auto Punches during Shift Assignment*

## 6.2. Overtime Approval

Some employees might put in extra hours of work. These hours have to be approved so that it is taken into account for payroll.

To approve overtime:

- Select an employee from the listing.
- Click  **Overtime Approval** from the left pane.
- Check **Approval** checkbox. The overtime for the selected employee on that particular date will be saved automatically to the database.



## **Module 7**


### **Using Wizards**

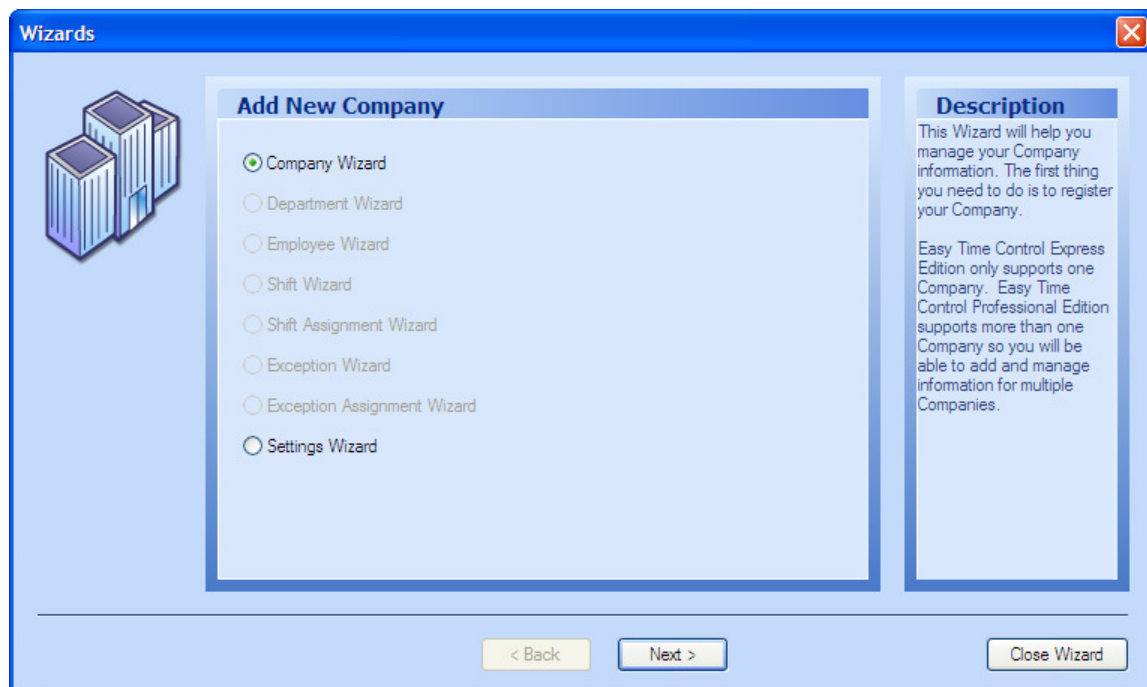
In the previous modules, you learned to manage the company details manually. Easy Time Control provides various wizards for making the task of managing the company details easier. You can also access the Wizards from the Getting Started form that is displayed when you launch the application.

## 7.1. Company Wizard

The Company Wizard allows you register your company. To use the wizard:

- Follow the menu path **Wizards** → **Company Wizard** or click the **Company**

**Wizard**  icon from the Wizards toolbar.



*Company Wizard*

**Note:** Based on your edition of Easy Time Control, you will be able to add companies. For instance, Free and Express Editions support only one company; whereas the Professional and Enterprise Editions support multiple companies.

- Click **Next**. The Companies Wizard page displays the list of companies.



**Wizards**

**Add New Company**

Company ID	Company Name	Abbreviation	Address
------------	--------------	--------------	---------

**Description**

You can enter your Company information when you click "Next" button.

Company ID is a numeric value that you need to assign to the Company and it has to be unique.

You will be able to create and assign Departments and Employees to the Company after you complete this task.

< Back   Next >   Close Wizard

*List of companies*

4. Click **Next** to add a new company.

**Wizards**

**Add New Company**

• Company ID: 1

• Company Name: ABC Incorporated

Abbreviation: ABC Inc

Address1: 35, Walter Avenue

Address2:

City: New York

State/Province:

Postal/Zip Code:

Country: USA

Description:

**Description**

You can enter your Company information when you click "Next" button.

Company ID is a numeric value that you need to assign to the Company and it has to be unique.

You will be able to create and assign Departments and Employees to the Company after you complete this task.

< Back   Next >   Close Wizard


*Adding a new company*

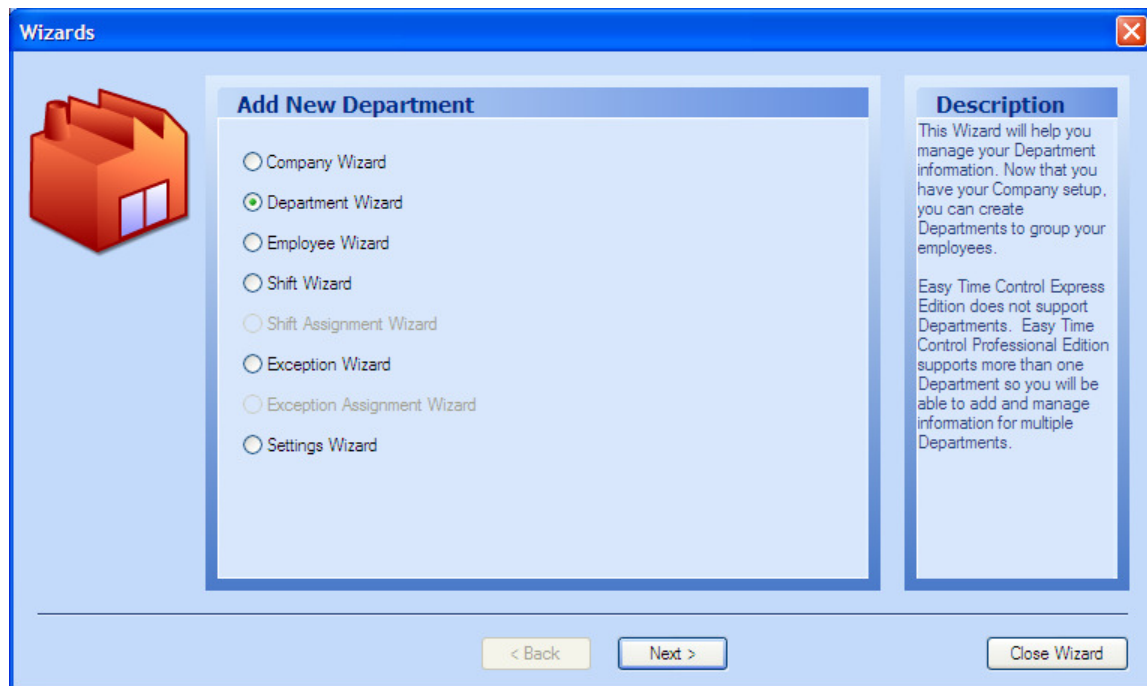
In this page:

- › Provide the **Company ID**. This should be a numeric value and be unique. A value will be displayed, which can be changed. This is a mandatory field.
- › Enter the **Company Name**. This is also mandatory.  
**Note:** The **Next** button will be enabled, only when the mandatory fields, denoted by asterisk (\*) are filled in.
- › Mention an **Abbreviation**.
- › Specify the address details.
- › Provide a **Description**.
- › Click **Next**.

You have now registered a company.

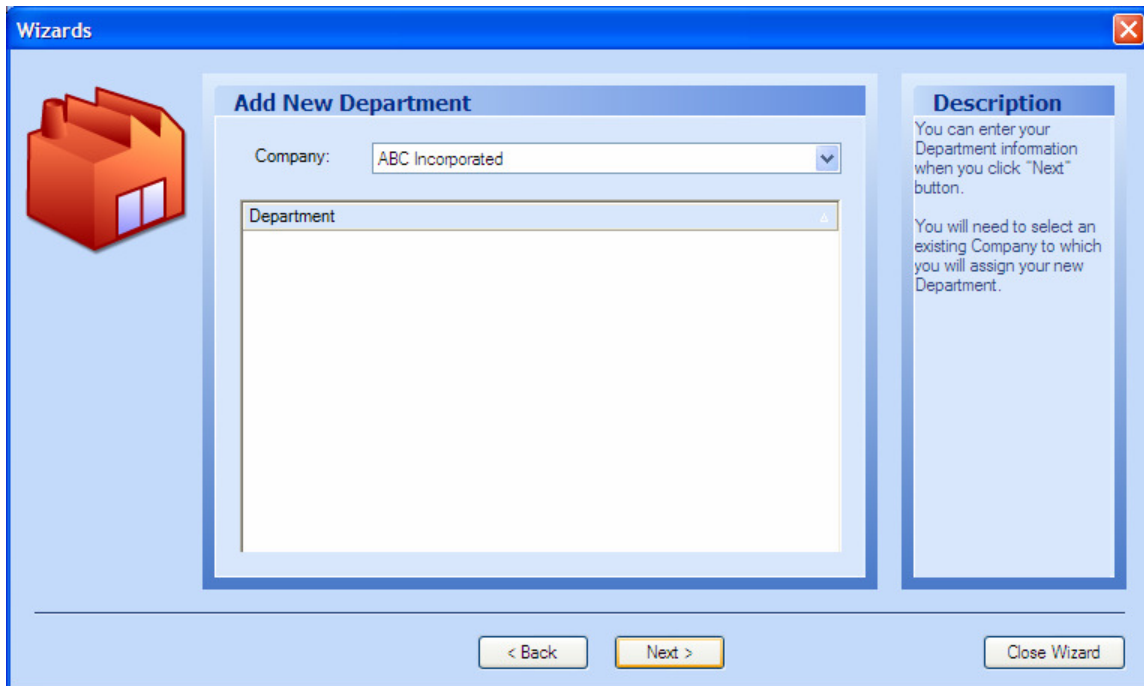
## 7.2. Department Wizard

Click **Departments Wizard**  icon from the Wizards toolbar or follow the menu path **Wizards → Department Wizard** to create the departments to group the employees. The number of Departments is unlimited regardless of the Edition. Click **Next**.



*Departments Wizard*

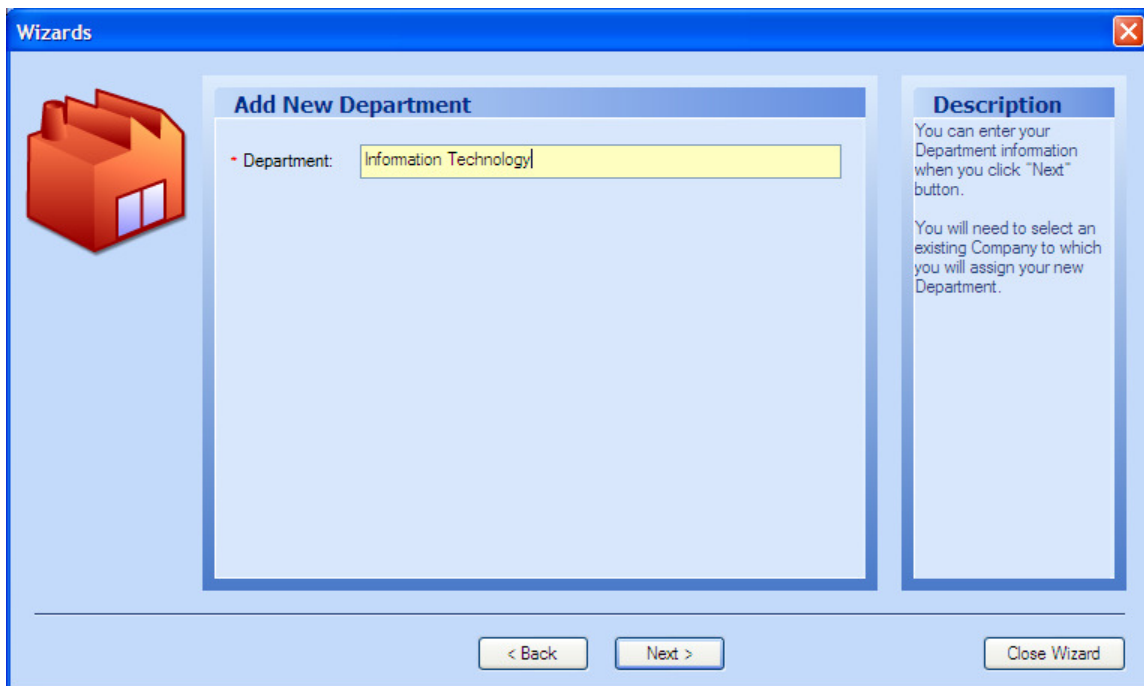
The registered companies are displayed in the dropdown list. Choose the **Company** to which you want to add the departments. Click **Next**.



The screenshot shows a window titled "Wizards" with a red 3D building icon on the left. The main area is titled "Add New Department". It contains a "Company:" dropdown menu with "ABC Incorporated" selected. Below it is a large empty box labeled "Department". To the right is a "Description" panel with two paragraphs of text. At the bottom are three buttons: "< Back", "Next >", and "Close Wizard".

#### *List of Departments*

In the Add New Department screen, enter the **Department** name. This is a mandatory field. Click **Next**.




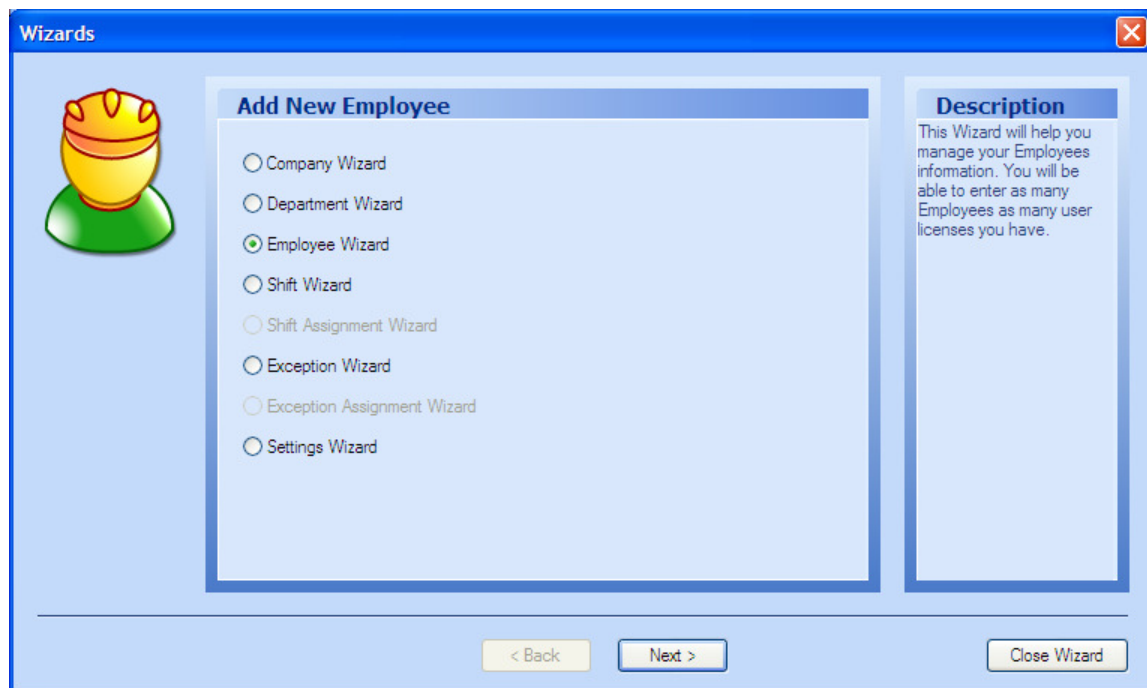
This screenshot is similar to the previous one, but the "Department" field now contains the text "Information Technology". The "Company" dropdown remains "ABC Incorporated". The "Description" panel and the bottom buttons are identical to the previous screenshot.

#### *Adding a department*

You have now added a department. You can add additional departments, or select the other available options.

### 7.3. Employee Wizard

Click **Employee Wizard**  icon from the Wizards toolbar or follow the menu path **Wizards → Employee Wizard** to enter the information of the employees. The number of active employees that can be maintained at the same time depends on edition you have purchased. Free Edition is limited to 10 employees; the other editions can have unlimited number of employees. Click **Next**.



*Employees Wizard*

From the dropdown list, choose the **Company** to which you want to add the employees. Click **Next**.

Employee ID	Department	First Name	Last Name
-------------	------------	------------	-----------

*List of employees*

The Add New Employee page opens.

Required fields


*Adding new employees*

In this page:

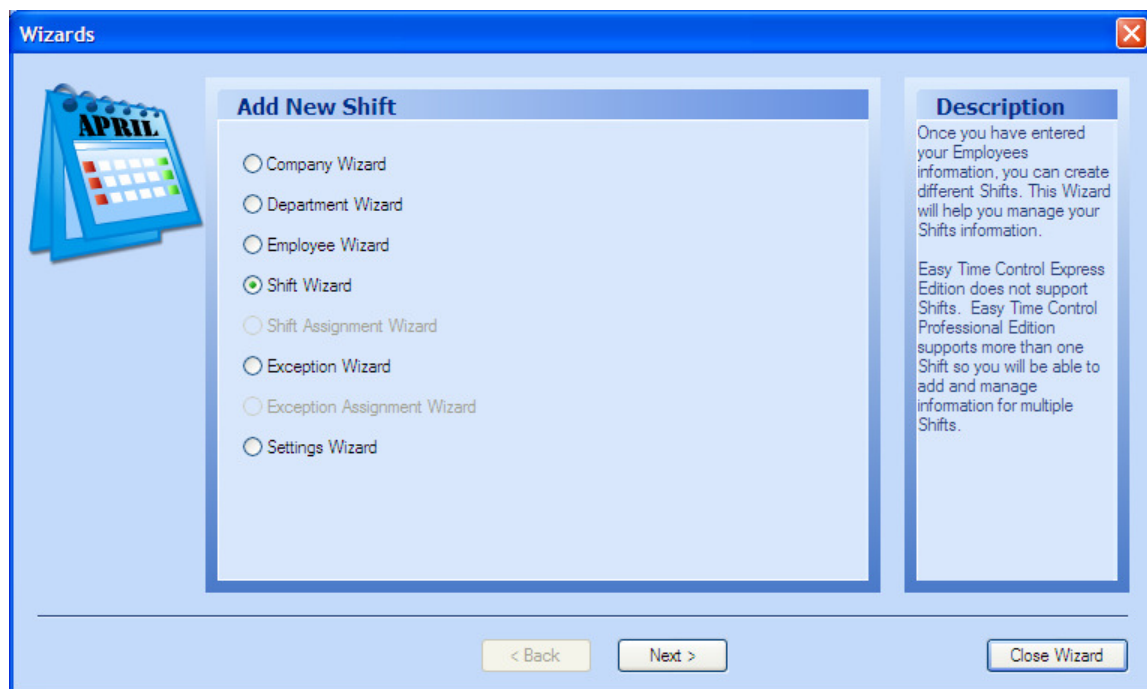
- Choose a **Department**.
- Enter the **Employee ID**. This should be a numeric value and be unique. A value will be displayed, which can be changed.
- Mention the **First Name** and **Last Name**.  
**Note:** The **Next** button will be enabled, only when the mandatory fields, denoted by asterisk (\*) are filled in.
- Choose the **Role** of the employee. You can assign two different roles to the employees: Supervisor and Simple User. If you want to use different roles, you should assign the role of supervisor at least to one employee initially. You can also omit assigning roles. If you assign one or more users as Supervisors, then the Login screen appears when you re-launch the application.
- Provide a **User Name** and **Password**. You can assign user name and password to both supervisors and simple users; however, the difference is explained in [Section 3.1.2. Time Clock](#).
- Specify whether the employee is **Active**.
- Click **Next**.

You have now added an employee to the department.

## 7.4. Shift Wizard

After adding employees, you can create shifts. Select **Shift Wizard** from the Wizards menu or click the **Shift Wizards**  icon from the Wizard toolbar.

**Note:** Using the Free or Express Edition of Easy Time Control you will not be able to create shifts. Only the Professional and Enterprise Editions support the option of creating shifts.



*Shift Wizard*

Click **Next** to continue. From the dropdown list, choose the **Company** and click **Next**.

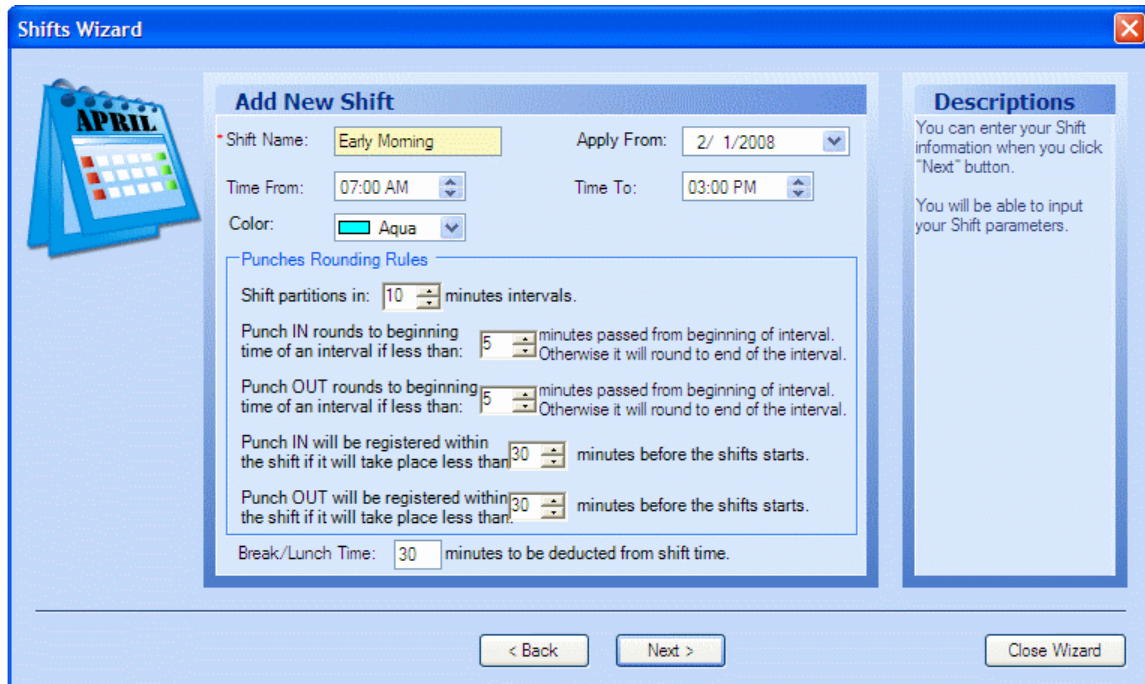
Shift	Date From	Time From	Time To
-------	-----------	-----------	---------

*List of shifts*

In the Add New Shift page, set the shift parameters:

- Provide the **Shift Name**.
- Specify the date from which the shift is applicable. By default, the current date will be displayed, which can be changed.
- Choose the shift timings.
- Select the **Color** for the shift indication.
- Set the **Punches Rounding Rules**.
- Mention the **Break/Lunch Time** that has to be deducted from the shift time.
- Click **Next**.





The screenshot shows the 'Shifts Wizard' window with a blue title bar and a close button. On the left is a calendar icon for April. The main area is titled 'Add New Shift' and contains the following fields and options:

- Shift Name:** Early Morning
- Apply From:** 2/ 1/2008
- Time From:** 07:00 AM
- Time To:** 03:00 PM
- Color:** Aqua

Below these is a section titled 'Punches Rounding Rules' with the following settings:

- Shift partitions in: 10 minutes intervals.
- Punch IN rounds to beginning 5 minutes passed from beginning of interval. time of an interval if less than: 5. Otherwise it will round to end of the interval.
- Punch OUT rounds to beginning 5 minutes passed from beginning of interval. time of an interval if less than: 5. Otherwise it will round to end of the interval.
- Punch IN will be registered within the shift if it will take place less than 30 minutes before the shifts starts.
- Punch OUT will be registered within the shift if it will take place less than 30 minutes before the shifts starts.
- Break/Lunch Time: 30 minutes to be deducted from shift time.

On the right side, there is a 'Descriptions' section with the text: 'You can enter your Shift information when you click "Next" button.' and 'You will be able to input your Shift parameters.'

At the bottom, there are three buttons: '< Back', 'Next >', and 'Close Wizard'.

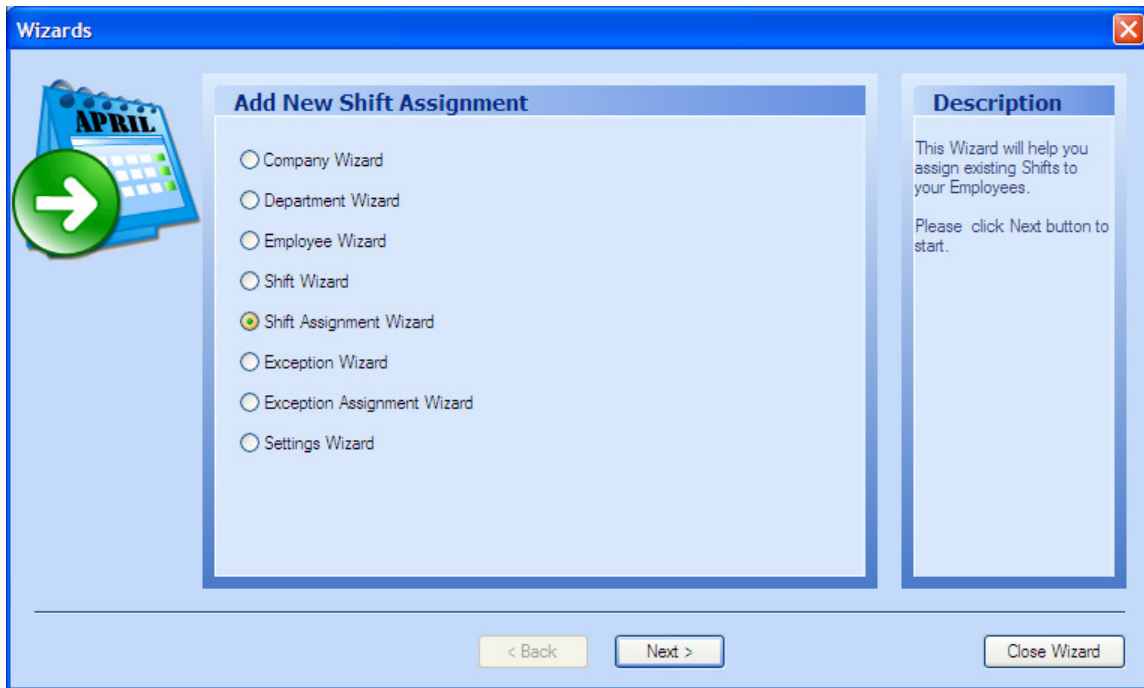
#### *Setting the shift*

You have created a shift. You can select the Shift Wizard and create more shifts.

## 7.5. Shift Assignment Wizard

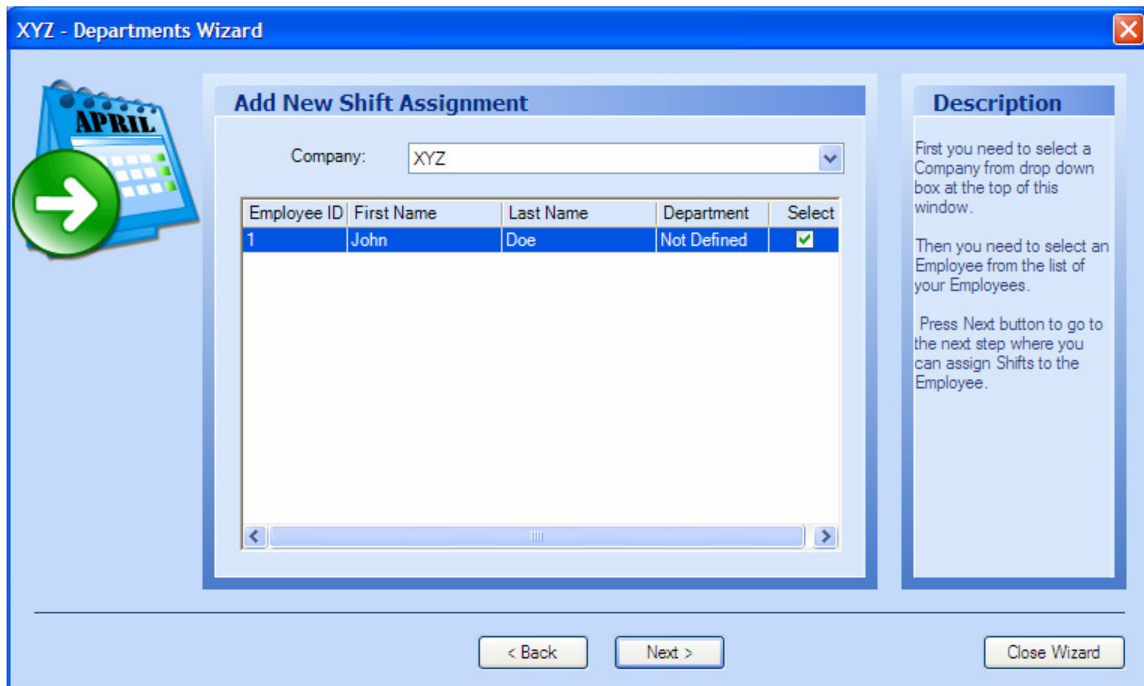
After creating the shifts, click the option **Shift Assignment Wizard** from the Wizards

menu or the **Shift Assignment**  icon from the Wizards toolbar.



*Shift Assignment Wizard*

Click **Next**. In the Shift Assignment page, choose the **Company**. Select an employee from the list of **Employees**. Click **Next** to assign shifts to the selected employee.



**XYZ - Departments Wizard**

**Add New Shift Assignment**

Company: XYZ

Employee ID	First Name	Last Name	Department	Select
1	John	Doe	Not Defined	<input checked="" type="checkbox"/>

**Description**

First you need to select a Company from drop down box at the top of this window.

Then you need to select an Employee from the list of your Employees.

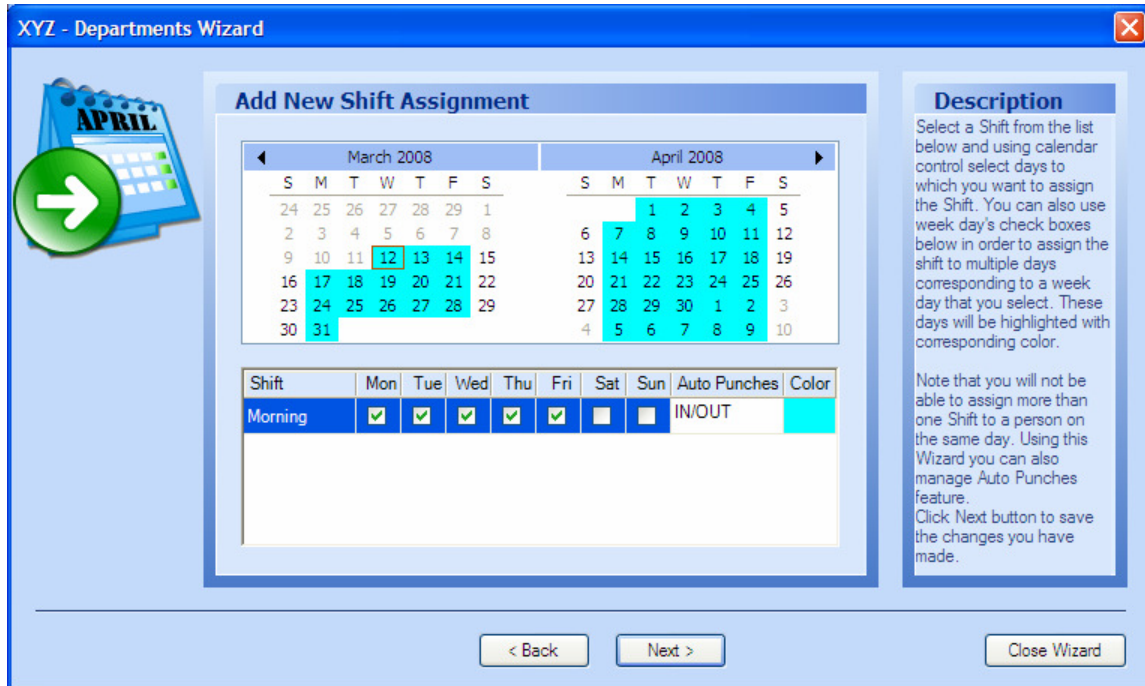
Press Next button to go to the next step where you can assign Shifts to the Employee.

< Back   Next >   Close Wizard

*Assigning Shifts*

In the Add New Assignment page, select one of the available shifts. Select the **Days** the shift has to be assigned to the selected employee. Note that you will not be able to assign more than one shift to a person on the same day.

Note that only when the **Days** are selected, the Next button will be enabled. Click **Next**.



**XYZ - Departments Wizard**

**Add New Shift Assignment**

March 2008

S	M	T	W	T	F	S
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2008

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Auto Punches	Color
Morning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN/OUT	

**Description**

Select a Shift from the list below and using calendar control select days to which you want to assign the Shift. You can also use week day's check boxes below in order to assign the shift to multiple days corresponding to a week day that you select. These days will be highlighted with corresponding color.

Note that you will not be able to assign more than one Shift to a person on the same day. Using this Wizard you can also manage Auto Punches feature. Click Next button to save the changes you have made.


< Back    Next >    Close Wizard

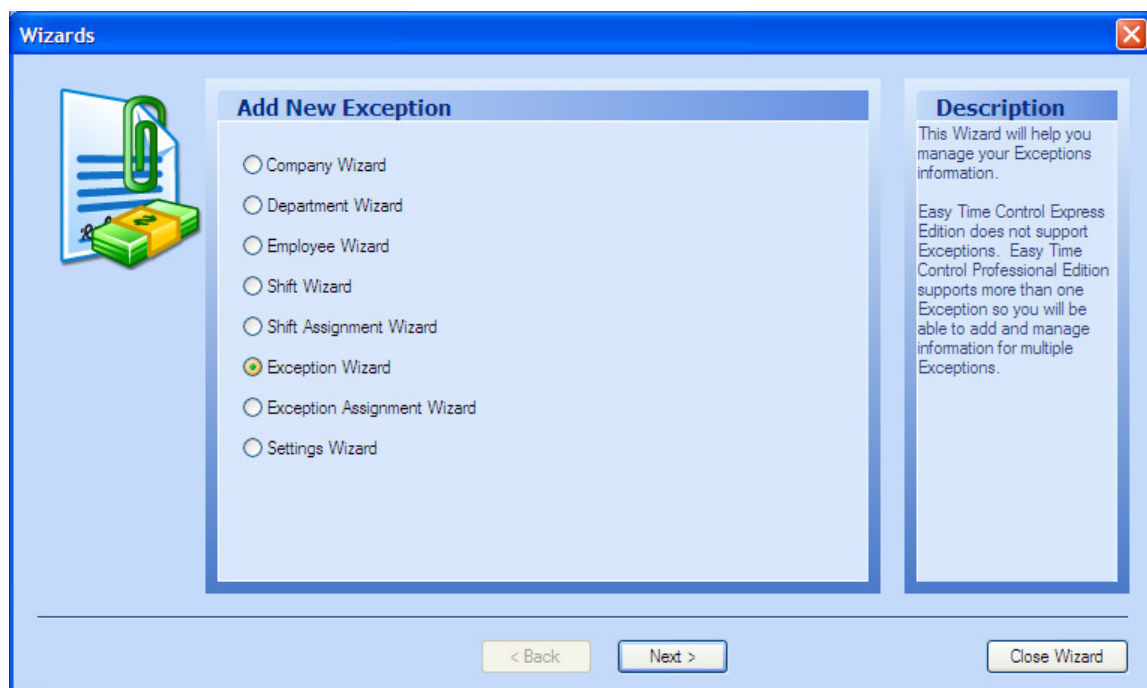
#### *Adding New Assignment*

Assign shifts to all employees by selecting the Shift Assignment Wizard again.

## 7.6. Exception Wizard

There might be instances where you want to specify some exceptions. Exception Rules indicate when the employees should be paid for a set number of hours even though it was their day off, holiday, or they did not work the full shift on those days. You can create many exception rules, using different color indication. The program will automatically recalculate the working hours considering the rules applied. You can apply the rules using Exception Assignment functionality. For such exceptions, follow

the menu path **Wizards → Exception Wizard** or click the **Exceptions Wizard**  icon from the toolbar. Click **Next** to continue.



*Exception Wizard*

**Note:** Using the Free or Express Edition of Easy Time Control you will not be able to create exceptions. Only the Professional and Enterprise Edition support the option of creating exceptions. In the Exceptions page, choose the **Company**. Click **Next**.

**Wizards**

**Add New Exception**

Company: ABC Incorporated

Exception	Description	Daily paid hours	Color
-----------	-------------	------------------	-------

**Description**

You can enter your Exceptions information when you click "Next" button.

You will be able to input your Exception parameters.

< Back   Next >   Close Wizard

*Choosing company*

In the Add New Exception page:

- Enter the **Exception Name**, which is mandatory.
- Provide a **Description**.
- Choose the **Daily Paid Hours** and the **Color** and click **Next**.

**Wizards**

**Add New Exception**

Exception Name: Holiday

Description:

Daily Paid Hours: 8   Color: Aqua

Required fields

**Description**

You can enter your Exceptions information when you click "Next" button.

You will be able to input your Exception parameters.

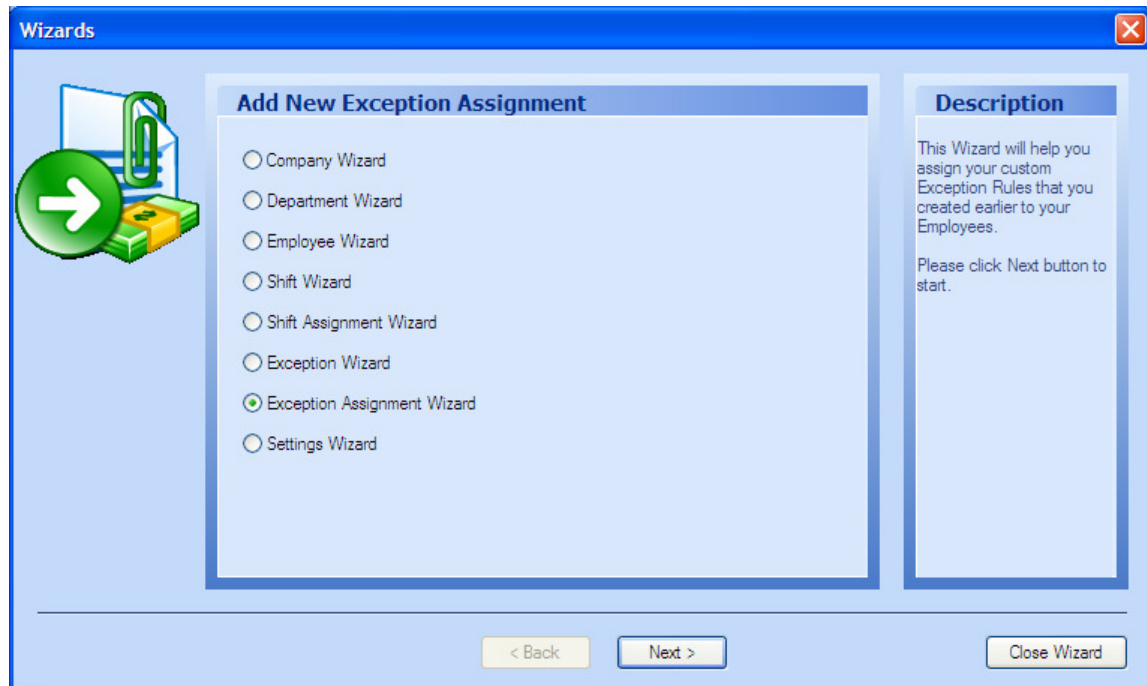
< Back   Next >   Close Wizard

*Adding New Exception*

Now you have registered your company, created departments, added employees, defined shifts, assigned shifts to employees, and created exceptions.

## 7.7. Exception Assignment Wizard

After creating the exceptions you can assign the exceptions to the employees. click the option **Exception Assignment Wizard**, and click **Next**.



*Exception Assignment Wizard*

In the Add New Exception Assignment page, choose the **Company**. Select an employee from the list of **Employees**. Click **Next** to assign exceptions to the selected employee.

**Wizards**

**Add New Exception Assignment**

Company: ABC Incorporated

Employee ID	First Name	Last Name	Department	Select
1	John	Doe	Not Defined	<input checked="" type="checkbox"/>

**Description**

First you need to select a Company from drop down box at the top of this window.

Then you need to select an Employee from the list of your Employees.

Press Next button to go to the next step where you can assign Shifts to the Employee.

< Back   Next >   Close Wizard

*Choosing Employees*

In the next screen, select one of the available exceptions. Select the **Days**, from the calendar, the exception has to be assigned to the selected employee.

Note that only when the **Days** are selected, the **Next** button will be enabled. Click **Next**.

**Wizards**

**Add New Exception Assignment**

March 2008   April 2008

S	M	T	W	T	F	S	S	M	T	W	T	F	S
24	25	26	27	28	29	1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	1	2	3
30	31						4	5	6	7	8	9	10

**Exceptions**

Exception	Color
Holiday	

**Description**

Select an Exception Rule from the list below and using calendar control select days to which you want to assign the Exception. These days will be highlighted with corresponding color.

Note that you will not be able to assign more than one shift to a person on the same day.

Click Next button to save the changes you have made.

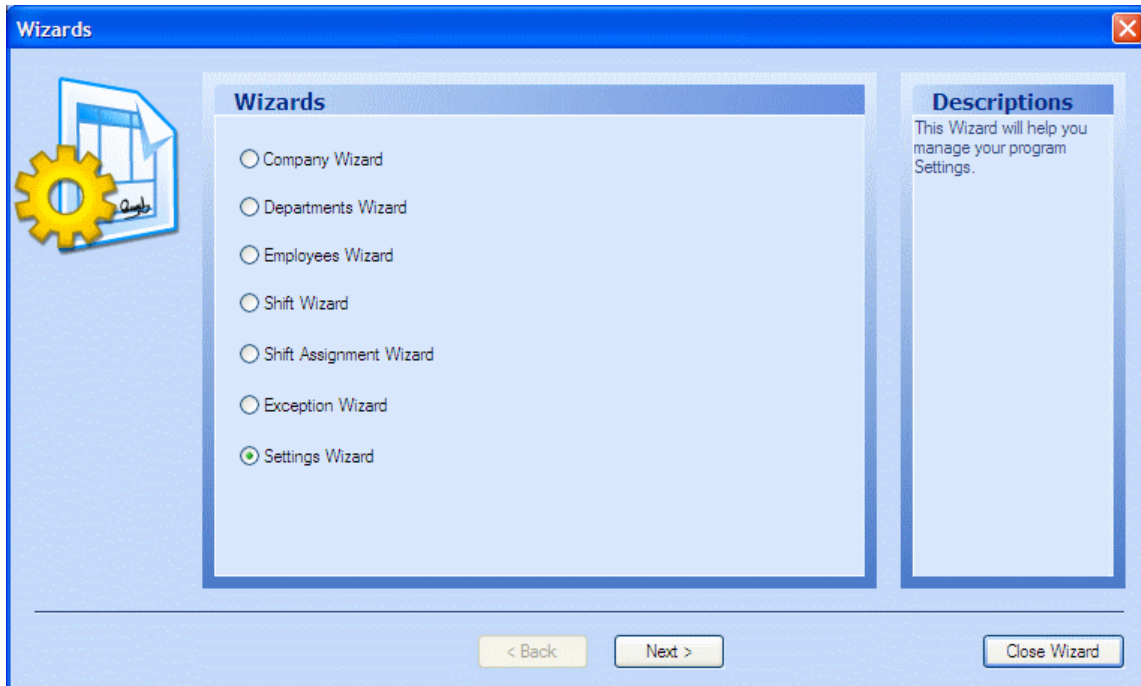
< Back   Next >   Close Wizard

*Adding New Assignment*



## 7.8. Settings Wizard

The Settings Wizard helps you manage your general program settings. Click **Settings Wizard** from the Wizards menu or the **Settings Wizard** icon from the toolbar. Click **Next** to continue.

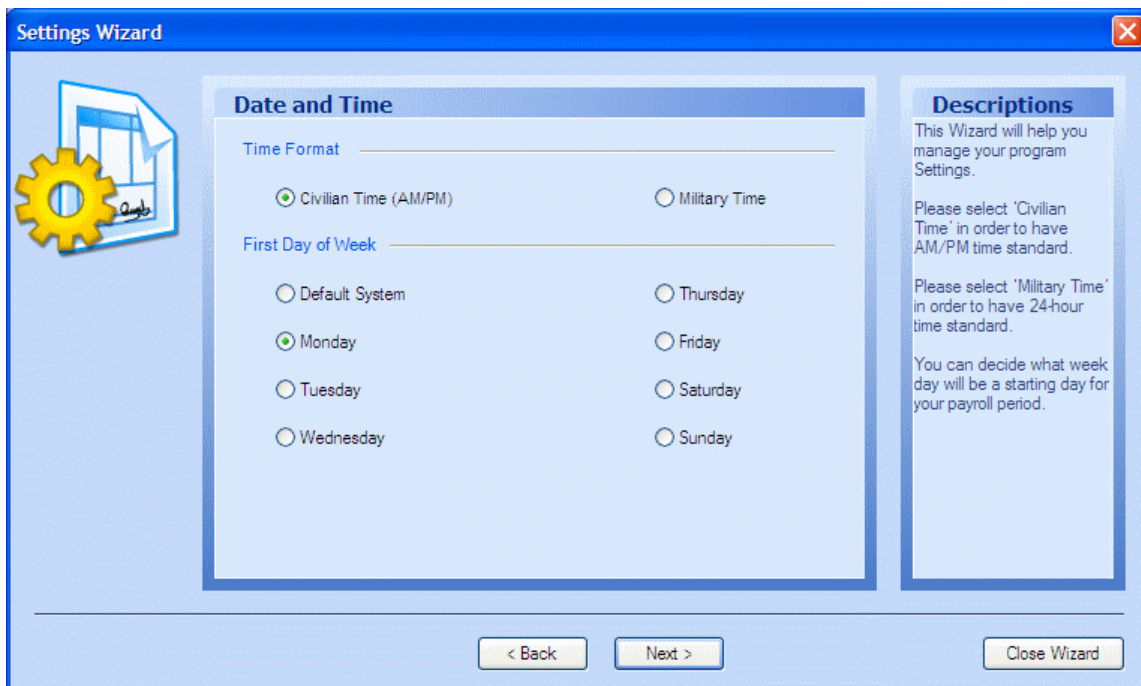


*Settings Wizard*

### 7.8.1. Date and Time

This page allows you to set the time and week format.

- Time Format – Sets the time format. There are two options available:
  - Civilian Time – Displays the time in the AM/PM standard format
  - Military Time – Displays the time in the 24 hour military form.
- First Day of Week – Allows you to define the day of the week that would be the starting day for payroll calculations.



The screenshot shows a 'Settings Wizard' window with a blue title bar and a yellow gear icon on the left. The main area is titled 'Date and Time' and contains two sections: 'Time Format' and 'First Day of Week'. In the 'Time Format' section, 'Civilian Time (AM/PM)' is selected with a radio button, and 'Military Time' is unselected. In the 'First Day of Week' section, 'Monday' is selected with a radio button, and 'Default System', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday' are unselected. On the right side, there is a 'Descriptions' panel with text explaining the wizard's purpose and the effects of the time format and first day of week selections. At the bottom, there are three buttons: '< Back', 'Next >', and 'Close Wizard'.

**Settings Wizard**

**Date and Time**

Time Format

☒ Civilian Time (AM/PM) ☐ Military Time

First Day of Week

☐ Default System ☐ Thursday

☒ Monday ☐ Friday

☐ Tuesday ☐ Saturday

☐ Wednesday ☐ Sunday

**Descriptions**

This Wizard will help you manage your program Settings.

Please select 'Civilian Time' in order to have AM/PM time standard.

Please select 'Military Time' in order to have 24-hour time standard.

You can decide what week day will be a starting day for your payroll period.

< Back Next > Close Wizard

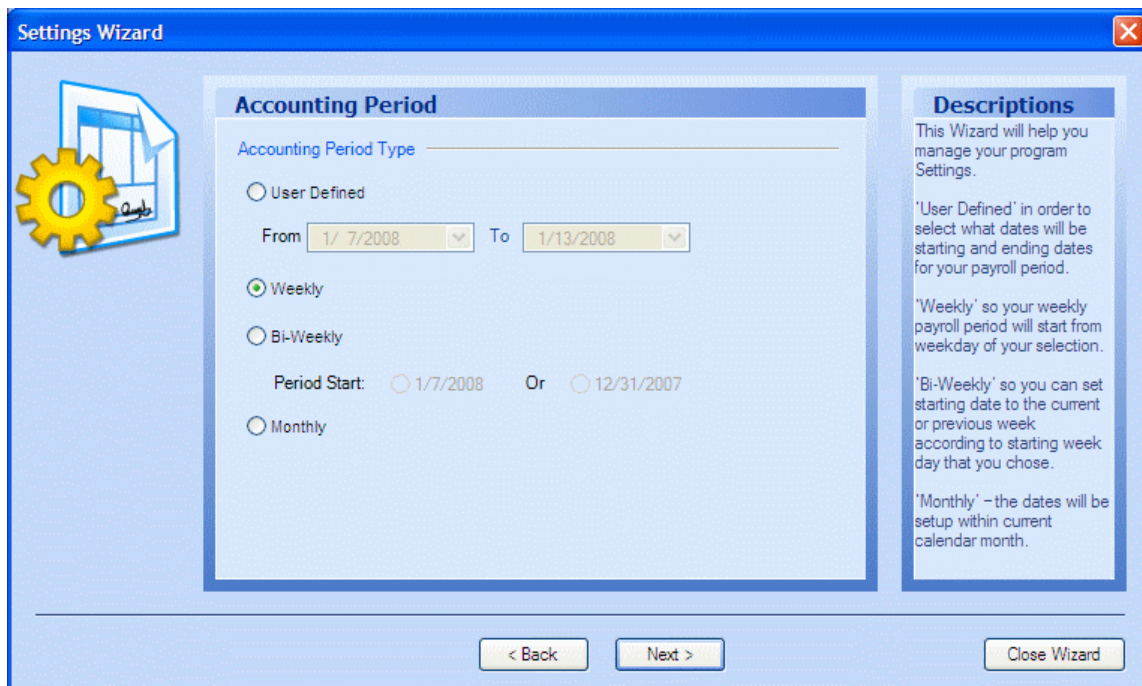
*Date and Time setup*

After choosing the relevant options, click **Next**.

## 7.8.2. Accounting Period

This page allows you to define the accounting period for payroll calculations:

- User Defined – Allows you to customize the period. Select the option and specify the **From** and **To** dates.
- Weekly – Considers weekly accounting period.
- Bi-Weekly – Considers bi-weekly accounting period. Select the option and specify the starting date.
- Monthly – Considers monthly accounting period.



**Settings Wizard**

**Accounting Period**

Accounting Period Type

☐ User Defined

From 1/7/2008 To 1/13/2008

☒ Weekly

☐ Bi-Weekly

Period Start: ☐ 1/7/2008 Or ☐ 12/31/2007

☐ Monthly

**Descriptions**

This Wizard will help you manage your program Settings.

'User Defined' in order to select what dates will be starting and ending dates for your payroll period.

'Weekly' so your weekly payroll period will start from weekday of your selection.

'Bi-Weekly' so you can set starting date to the current or previous week according to starting week day that you chose.

'Monthly' - the dates will be setup within current calendar month.

< Back Next > Close Wizard

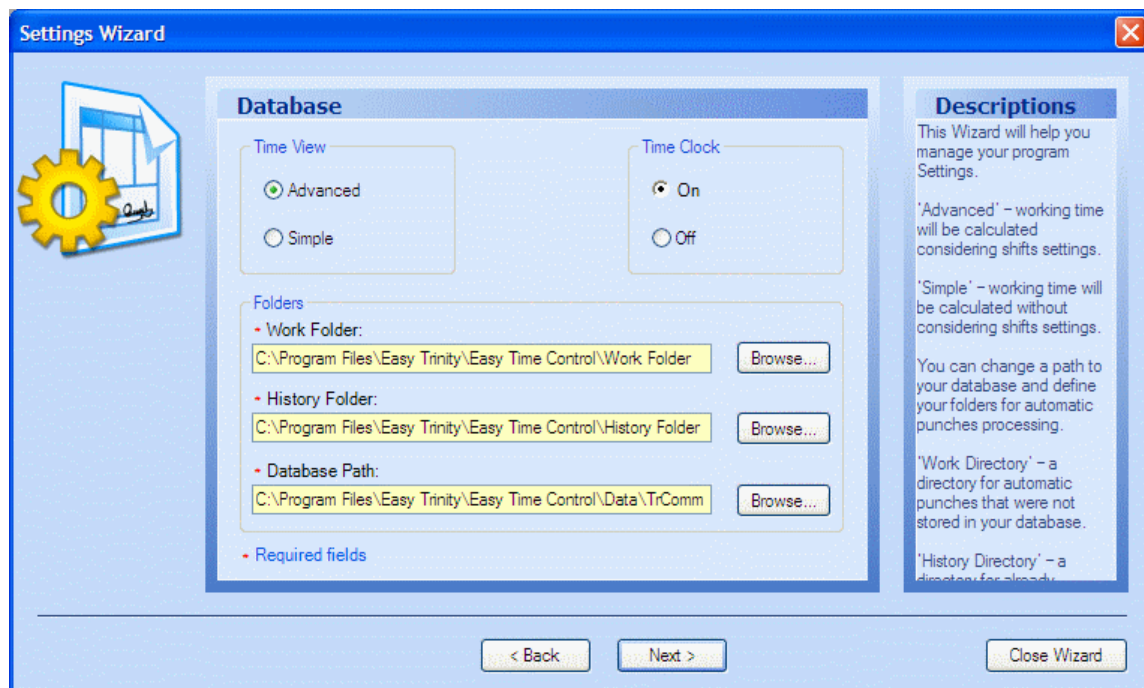
*Accounting Period*

Click **Next** to continue.

### 7.8.3. Database

This page allows you to set the Time View and specify the various folder locations.

- Time View
  - Advanced – Calculates working time considering shift settings.
  - Simple – Calculates working time without taking into account the shift settings.
- Time Clock – Uses the physical time clock.
- Folders – Defines the location of the Database and folders for automatic punch data processing. To change the location of the folder, click the **Browse** button corresponding to the folder, locate the directory and click **Open**. You cannot leave the locations blank, as these are mandatory fields.





#### Database

Click **Next** to continue. You have completed all the steps in the Setup Wizard. Click **Close Wizard**.

## **Module 8**

### **Working with Reports**

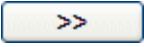
Easy Time Control provides various reports. This module provides an insight into the various reports available and explains the steps to generate the reports.

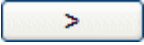
To access the reports, click the **Reports**  tab from the left pane. If the tab is not visible, click the **Reports**  icon.

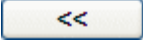

## 6.1. General Procedure

To generate any report, select the **Company** from the Company Structure on the right pane. To use the accounting period of the company, select the option **Use Company Accounting Period**. If you do not want to use the company's accounting period, you can choose the dates from the calendar that is displayed. Click a date and drag through the dates to include them in the report. Note that the dates included for the report will be highlighted.

You can generate a report for the entire company, a particular department, or particular employees.













Below the calendar two lists are displayed. The list on the left displays the departments and employees of the selected company. To generate a report for the entire company, click . The company, the departments, and the employees will be added to the list in the right.

Now if you want to generate the report for a particular department or specific employees, select the department or employee, and click  to add them to the list in the right.

To remove the items from the list in the right, click either  or . Click the **Generate Report** button to generate the report.

## 6.2. Report Options

The reports are generated in the Report Viewer. This viewer has the following options:

Options	Description
	To navigate to the next page.
	To navigate to the last page in the report viewer.
	To navigate to the first page in the report viewer.
	To navigate to the previous page.
	To go to a particular page in the report viewer. In the dialog that pops up enter the page number and click <b>OK</b> .
	To close the report viewer.
	To print the generated report.
	To refresh the report.
	To export the report to .pdf, .doc, .rtf, .xls. In the Export Report dialog browse to the location where you want to save the report, and click <b>Save</b> .
	To display the group tree in the report viewer. This button acts as a toggle. Click the button to hide the group tree.
	To zoom the page. Click the dropdown and choose the zoom percentage. You can also customize the zoom. Click <b>Customize</b> from the menu, enter a value between 25 and 400 and click <b>OK</b> .
	To search for a particular text in the report. In the Search Text dialog, enter the text and click <b>OK</b> . The text, if found, will be highlighted. Click <b>Find Next</b> to go to the next occurrence of the text.

### 6.3. The Time Card Report

You can access this Time Card Report from the left pane or from the **Reports** menu.

You can generate a Detailed Time Card or Summary Time Card.

**Time Card Report**

**Settings**

☒ Use Company Accounting Period

December 2007							January 2008							February 2008						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
26	27	28	29	30	1	2	1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	1	2			
31													3	4	5	6	7	8	9	

**Development**

- Jean Williams
- Jerold Moore
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- Maddison Robinson
- Rob Wright

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**Sales**

- Dominic Thompson
- Evan Scott
- Handy Gonzales
- Kegan Carter
- Lenny Campbell

**Report Options**

☒ Detailed Time Card
 ☐ Summary Time Card
 ☒ Dedicate Separate Page for Each Employee

**Generate Report**

2/21/2008 12:43 PM NUM SCRL

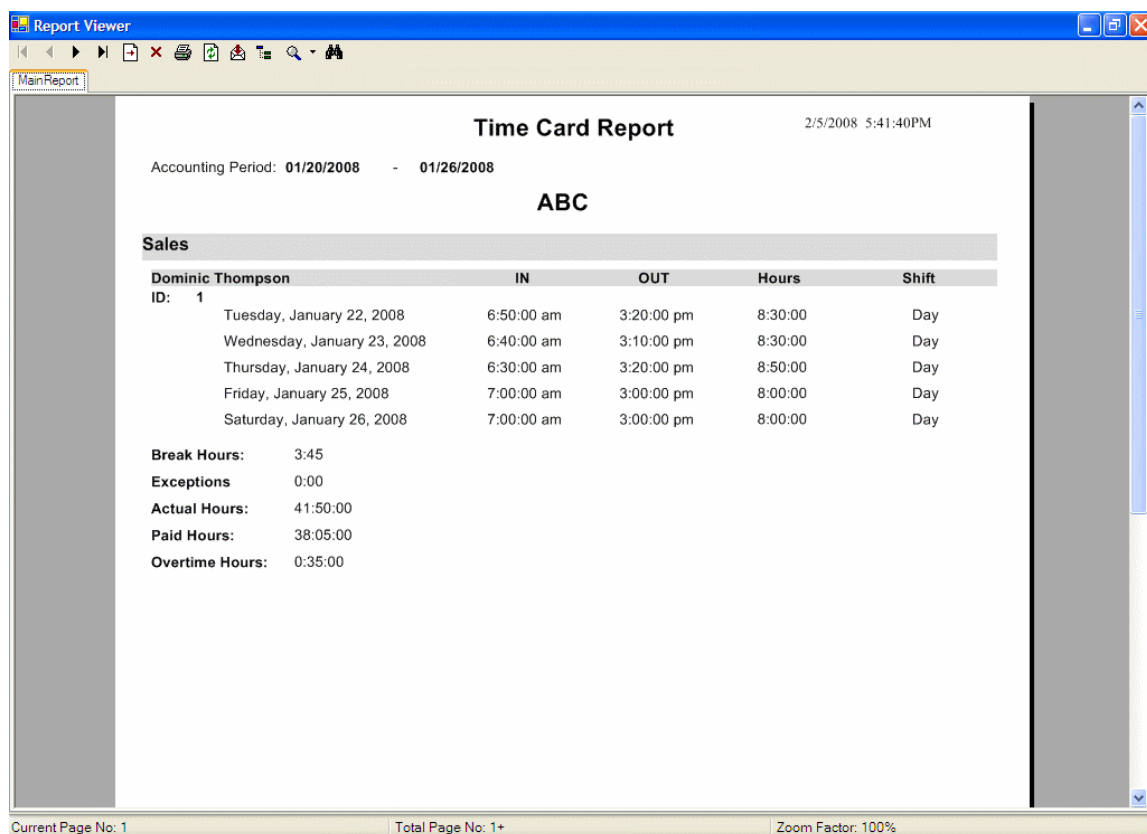
*Report options for Time Card report*



## Detailed Time Card

If you choose to generate a detailed time card, you have the option to print the details of each employee on separate pages. Choose the option **Dedicate Separate Page for Each Employee**. After making the selections, generate the report. For each employee this report displays the:

- Time IN
- Time OUT
- Total Hours
- Shift
- Exception Hours
- Break Hours
- Actual and Paid Hours
- Overtime Hours



The screenshot shows a 'Report Viewer' window with a 'Time Card Report' for employee 'Dominic Thompson' (ID: 1) for the accounting period '01/20/2008 - 01/26/2008'. The report is titled 'ABC' and is categorized under 'Sales'. It displays a table of daily time card data, including 'IN' and 'OUT' times, 'Hours', and 'Shift'. Below the table, summary statistics are provided: Break Hours (3:45), Exceptions (0:00), Actual Hours (41:50:00), Paid Hours (38:05:00), and Overtime Hours (0:35:00). The window also shows a status bar at the bottom with 'Current Page No: 1', 'Total Page No: 1+', and 'Zoom Factor: 100%'.

Time Card Report					
Accounting Period: 01/20/2008 - 01/26/2008					
ABC					
Sales					
Dominic Thompson		IN	OUT	Hours	Shift
ID: 1					
	Tuesday, January 22, 2008	6:50:00 am	3:20:00 pm	8:30:00	Day
	Wednesday, January 23, 2008	6:40:00 am	3:10:00 pm	8:30:00	Day
	Thursday, January 24, 2008	6:30:00 am	3:20:00 pm	8:50:00	Day
	Friday, January 25, 2008	7:00:00 am	3:00:00 pm	8:00:00	Day
	Saturday, January 26, 2008	7:00:00 am	3:00:00 pm	8:00:00	Day
Break Hours:		3:45			
Exceptions		0:00			
Actual Hours:		41:50:00			
Paid Hours:		38:05:00			
Overtime Hours:		0:35:00			

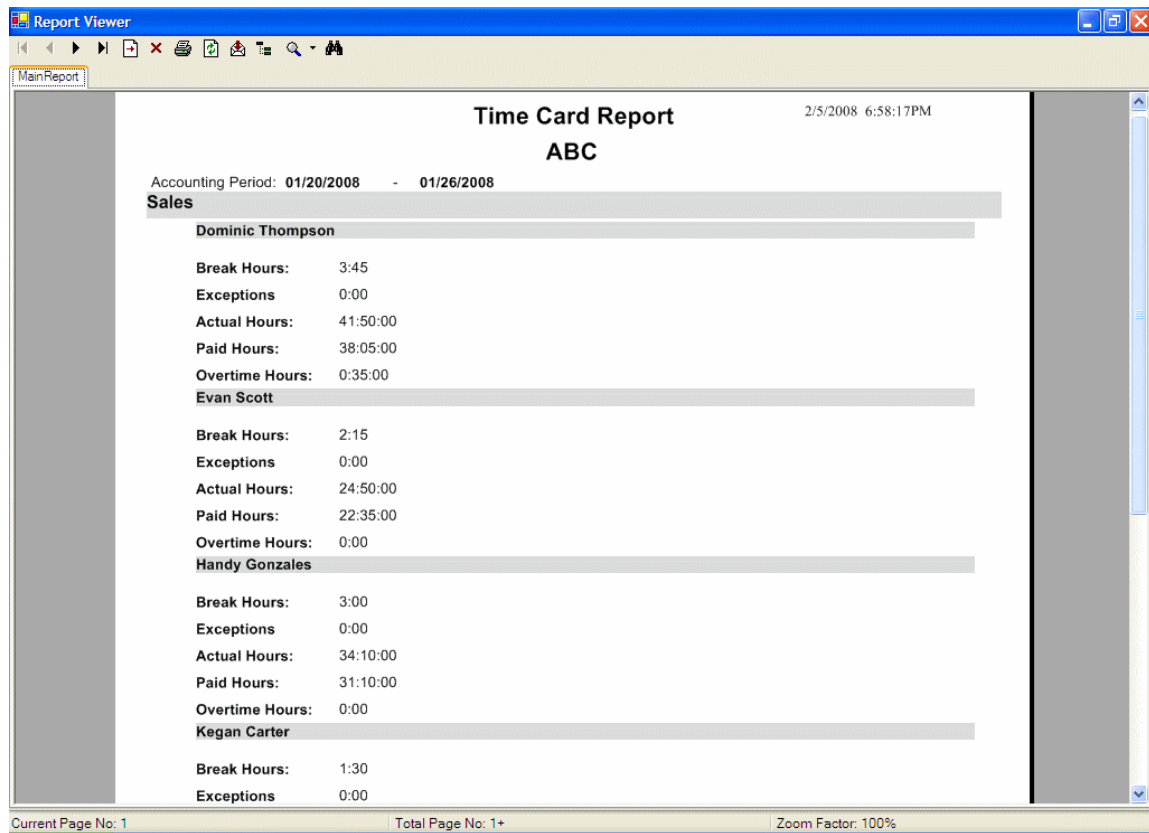
*Detailed Time Card report*

## Summary Time Card

For each employee and the department this report displays the:

- Break Hours
- Exception Hours
- Actual and Paid Hours
- Overtime Hours

**Note:** When you generate the summary time card, the option **Dedicate Separate Page for Each Employee** will be disabled.



Report Viewer

Time Card Report 2/5/2008 6:58:17PM

ABC

Accounting Period: 01/20/2008 - 01/26/2008

**Sales**

<b>Dominic Thompson</b>	
Break Hours:	3:45
Exceptions	0:00
Actual Hours:	41:50:00
Paid Hours:	38:05:00
Overtime Hours:	0:35:00
<b>Evan Scott</b>	
Break Hours:	2:15
Exceptions	0:00
Actual Hours:	24:50:00
Paid Hours:	22:35:00
Overtime Hours:	0:00
<b>Handy Gonzales</b>	
Break Hours:	3:00
Exceptions	0:00
Actual Hours:	34:10:00
Paid Hours:	31:10:00
Overtime Hours:	0:00
<b>Kegan Carter</b>	
Break Hours:	1:30
Exceptions	0:00

Current Page No: 1 Total Page No: 1+ Zoom Factor: 100%

Summary Time Card report

## 6.4. Employees Assignment Report

This report displays the shift assignment for the employees.

**Report Viewer**

**Employees Assignment** 2/5/2008 6:59:33PM

**ABC**

**Sales**

**Dominic Thompson**  
ID: 1

Day	Assignment From	Assignment To	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	01/21/2008	01/27/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	01/28/2008	02/03/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	02/04/2008	02/10/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	02/11/2008	02/17/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	02/18/2008	02/24/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	02/25/2008	03/02/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	03/03/2008	03/09/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	03/10/2008	03/16/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	03/17/2008	03/23/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	03/24/2008	03/30/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	03/31/2008	04/06/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	04/07/2008	04/13/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	04/14/2008	04/20/2008	Yes	Yes	Yes	Yes	Yes	Yes	No
	04/21/2008	04/27/2008	Yes	Yes	Yes	Yes	Yes	No	No

**Evan Scott**  
ID: 2

Night	Assignment From	Assignment To	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	01/21/2008	01/27/2008	Yes	Yes	Yes	Yes	Yes	No	No
	01/28/2008	02/03/2008	Yes	Yes	Yes	Yes	Yes	No	No
	02/04/2008	02/10/2008	Yes	Yes	Yes	Yes	Yes	No	No

Current Page No: 1 Total Page No: 1+ Zoom Factor: 100%

*Employees Assignment report*

## 6.5. Exception Assignment Report

This report displays the exceptions assigned to the employees. The exception name, the date, the hours are displayed.

The screenshot shows a 'Report Viewer' window displaying an 'Exception Assignment Report' for 'ABC'. The report is for the 'Sales' department and the accounting period of 1/20/2008 to 1/26/2008. It lists four employees: Dominic Thompson, Evan Scott, Handy Gonzales, and Kegan Carter. Each employee has an ID, a list of exceptions (all are 'Holiday' on 1/10/2008), and a total of 8.00 hours. The status bar at the bottom indicates 'Current Page No: 1', 'Total Page No: 1', and 'Zoom Factor: 100%'.

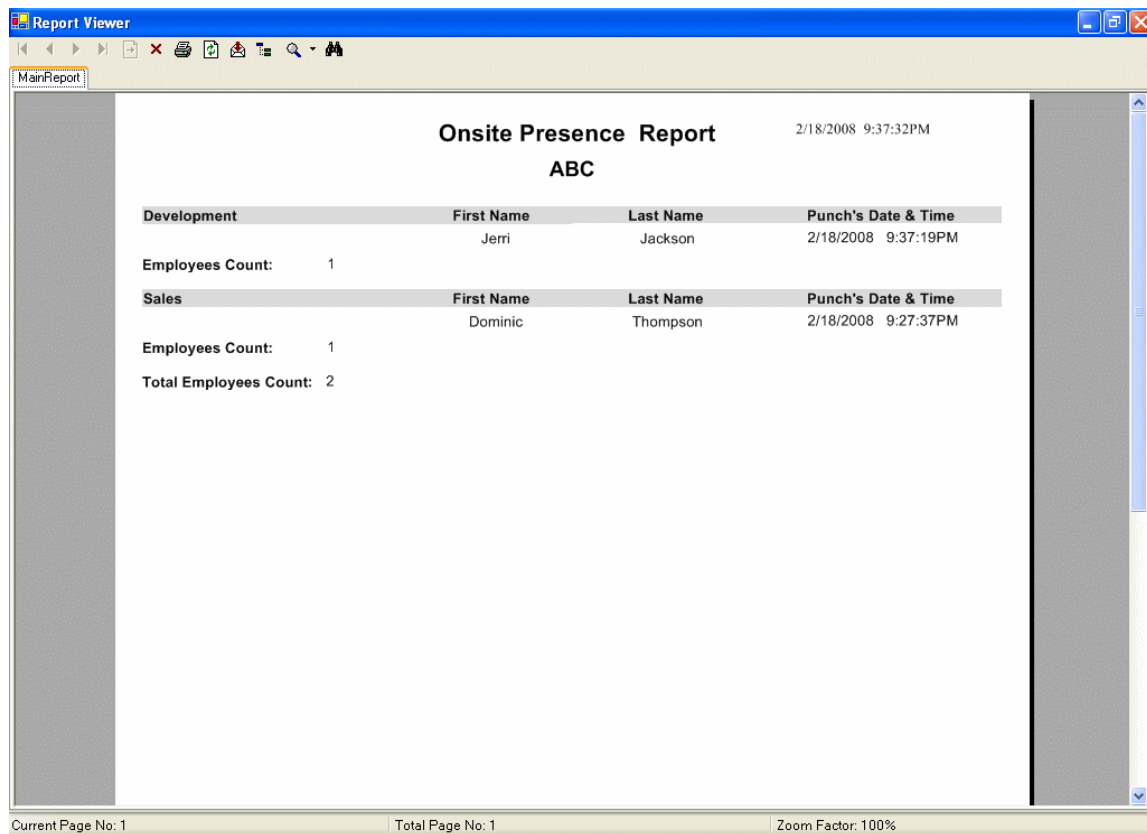
Exception Assignment Report				2/5/2008 7:04:22PM
ABC				
Accounting Period: 1/20/2008 - 1/26/2008				
Sales				
<b>Dominic Thompson</b>				
ID: 1	Exception			
	Name	Date	Hours	
	Holiday	1/10/2008	8	
Hours:	8.00			
<b>Evan Scott</b>				
ID: 2	Exception			
	Name	Date	Hours	
	Holiday	1/10/2008	8	
Hours:	8.00			
<b>Handy Gonzales</b>				
ID: 3	Exception			
	Name	Date	Hours	
	Holiday	1/10/2008	8	
Hours:	8.00			
<b>Kegan Carter</b>				
ID: 4	Exception			
	Name	Date	Hours	
	Holiday	1/10/2008	8	
Hours:	8.00			

Current Page No: 1      Total Page No: 1      Zoom Factor: 100%

*Exception Assignment report*

## 6.6. Onsite Presence

This report displays the list of employees who have punched in during the time the report is generated. This report works only for employees who are assigned to a particular shift for that day and their punch IN times are within the shift timings.



**Report Viewer**

MainReport

**Onsite Presence Report** 2/18/2008 9:37:32PM  
**ABC**

Development	First Name	Last Name	Punch's Date & Time
	Jerri	Jackson	2/18/2008 9:37:19PM
Employees Count:	1		

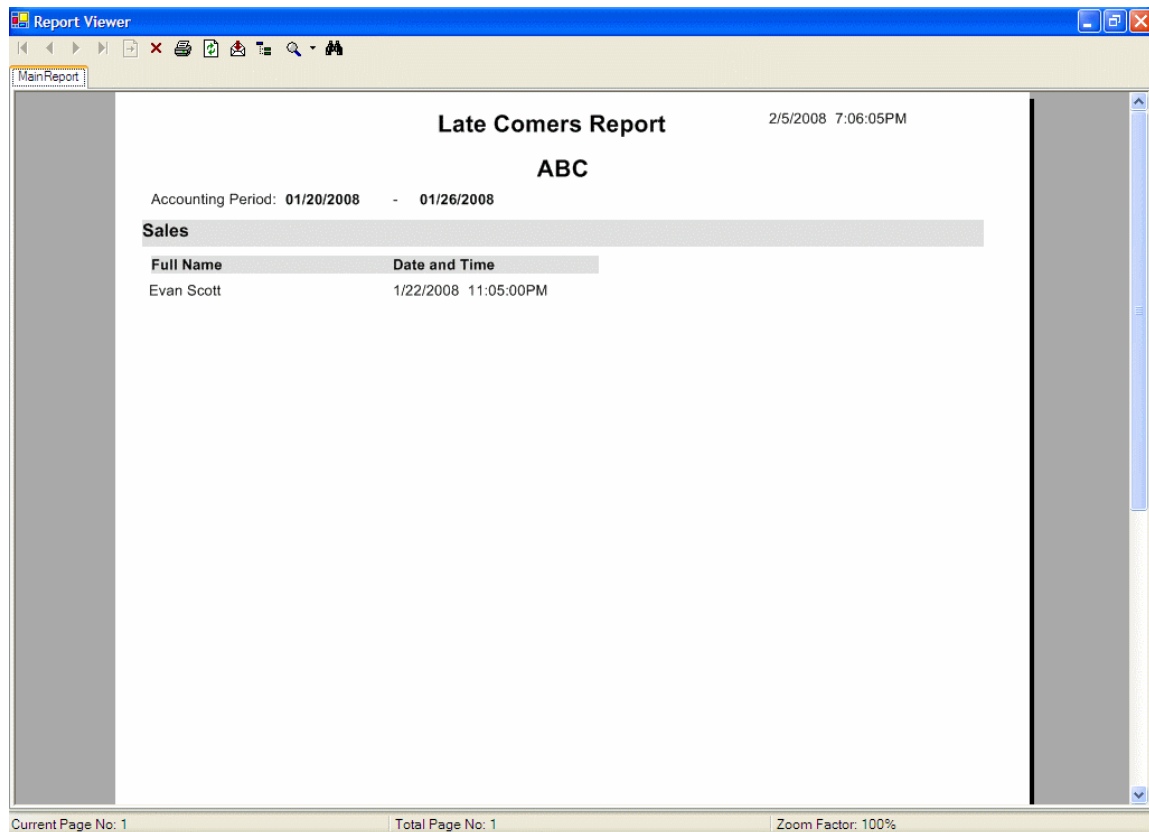
Sales	First Name	Last Name	Punch's Date & Time
	Dominic	Thompson	2/18/2008 9:27:37PM
Employees Count:	1		
Total Employees Count:	2		

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

*Onsite Presence report*

## 6.7. Late Comers Report

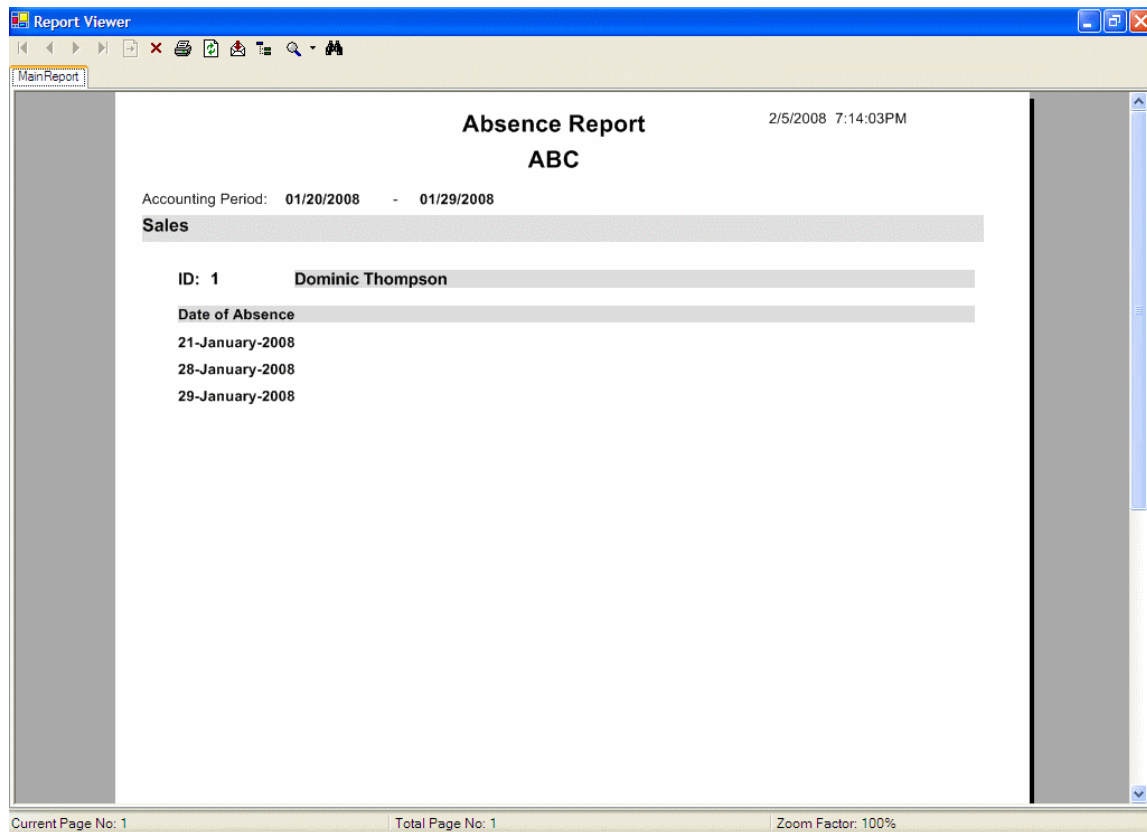
If the employees' punches do not comply with the Punches Rounding Rules for punch IN, the employee will be considered as being late. This report shows the list of employees who have been coming late during the reporting period. The date and time are displayed.



*Late Comers report*

## 6.8. Absence

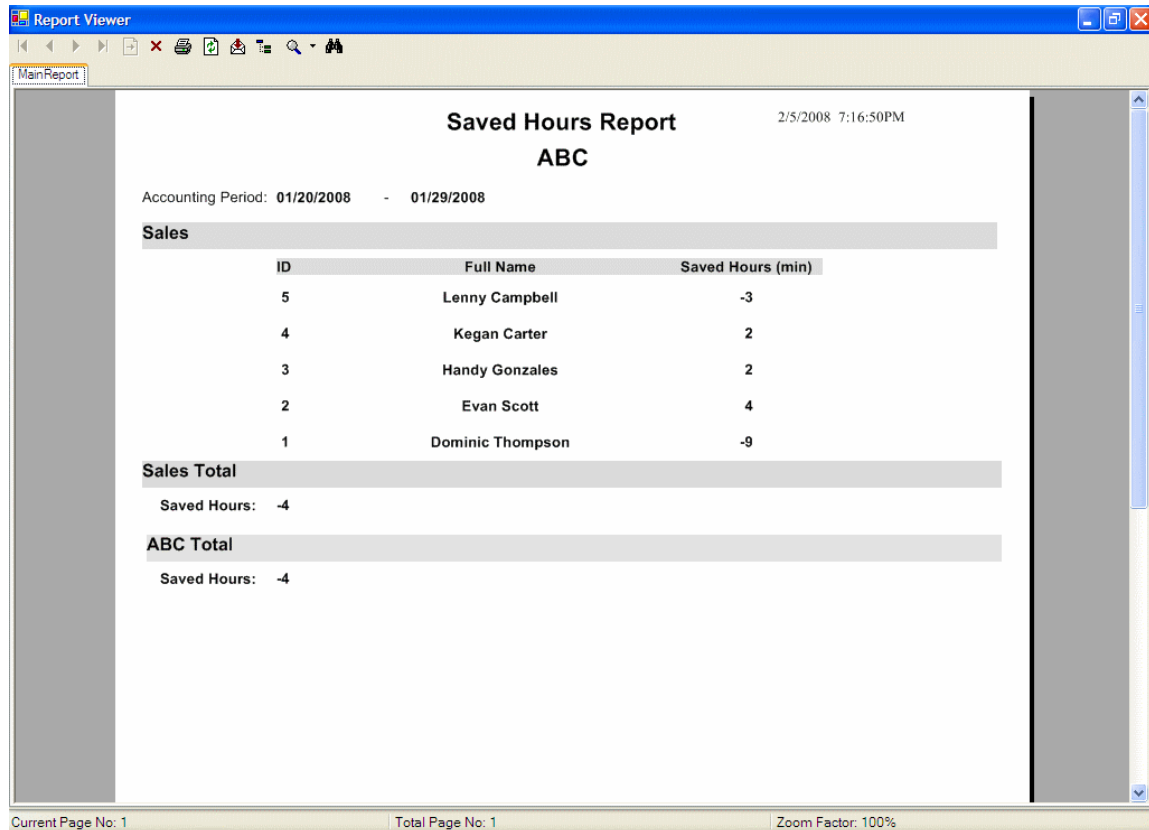
This report displays the employees who were absent during the reporting period. The report shows the dates on which the employees were absent.



*Absence report*

## 6.9. Saved Hours

This report shows the hours saved, in minutes, for each employee, the department, and the company. Saved hours is the difference between the actual total working time of the employees and the total time paid for, which is calculated after applying the rounding rules.



**Report Viewer**

**Saved Hours Report** 2/5/2008 7:16:50PM  
**ABC**

Accounting Period: 01/20/2008 - 01/29/2008

**Sales**

ID	Full Name	Saved Hours (min)
5	Lenny Campbell	-3
4	Kegan Carter	2
3	Handy Gonzales	2
2	Evan Scott	4
1	Dominic Thompson	-9

**Sales Total**

Saved Hours: -4

**ABC Total**

Saved Hours: -4

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

*Saved Hours report*